



Natural Oil and Gas  
700 Dallas St,  
Houston, TX 77002, USA  
Phone: +1 832-592-7011  
Website: [www.naturalogc.com](http://www.naturalogc.com)

Date: September 3, 2017

## **Letter Of Employment**

ATTENTION: Rommel S. Toledo

With reference to the application and interview for employment pursuant to the service contract of our **Safety Manager**, we are pleased to inform you that you have been selected to be a permanent staff of Natural Oil and Gas, USA. Your appointment to resume Office begins on (November 13, 2017). Your initial place of posting will be Natural Oil and Gas, USA Headquarters (Houston, TX 77002 USA) Your contract with us will last for 5 years after we will consider extension.

ENTITLEMENT BENEFITS AND PACKAGES: A furnished housing accommodation that befits family size (up to 4 people) in company community has been provided for you, Free medical care and family excellent educational assistance benefits, paid airfares, allowing full flexibility with holiday travel, personal effects shipment and excess baggage allowances, vacation pay, savings investment plan, medical insurance, dental insurance, life insurance and long term disability coverage.

PROPOSED SALARY INDICATION: You will be entitled to monthly starting salary of (\$10,500 UNITED STATES DOLLARS after all taxes are deducted) You shall receive your payment on or before 30th of every month. Your monthly take home salary will be directly credited to your bank account that will be opened for you by the Company. The payroll administrator will provide the details for you once you are here. You are entitled to all allowances, a car, free accommodation, fringe benefits and other terms and condition of this employment which will be as per Company policies as applicable from time to time. The formal appointment letter will be issued subsequently on your joining the company and completion of joining formalities.

Yours truly,

Mr. Bill Harrison  
Senior Human Resource Manager  
Natural Oil & Gas Company