Federal Reserve Bank

LETTER OF OFFER

[Month DD, YYYY]

[Employee In-Game Name],

On behalf of the Board of the Federal Reserve Bank of Redmont (the “Board”), I am pleased to extend to you this formal offer of employment for appointment to the position of **Financial Assistant**.

This Letter of Offer constitutes a binding employment agreement upon acceptance.

1. APPOINTMENT

You agree to commence employment on [Date of Commencement]. You shall report directly to the Chief Financial Officer (the “Supervisor”), or to other such designated as may be determined from time to time by the Board.

2. DUTIES AND RESPONSIBILITIES

In your capacity as Financial Assistant, you shall support the Federal Reserve Bank’s accounting operations functions with diligence, accuracy, and professionalism. Your responsibilities include, but are not limited to:

- Assisting in the maintenance of the Federal Reserve Bank’s general ledger, accounting books, and other financial records;
- Recording, organizing, and reconciling financial transactions, including revenues, expenditures, assets, liabilities, and other accounting entries;
- Assisting in the preparation of monthly financial statements;
- Supporting the administration of employee payroll, including calculating compensation, performance commissions, pension contributions, and other applicable deductions;
- Assisting in the processing and reconciliation of authorized financial transactions, including securities trades, bullion acquisitions, credit facilities, and other banking operations;
- Reviewing transaction records and supporting documentation to ensure completeness, accuracy, and consistency with applicable accounting procedures;

- Monitoring divisional expenditures and assisting in the preparation, compilation, and review of departmental budgets and expenditure projections;
- Maintaining accurate records of approved budgets, expenditures, financial commitments, and outstanding obligations;
- Identifying and reporting accounting discrepancies, irregularities, unauthorized transactions, or other matters requiring the attention of the Chief Financial Officer;
- Assisting in the preparation of financial information and supporting documentation for internal reviews, audits, and institutional oversight;
- Coordinating with other divisions to obtain financial information, verify transactions, and facilitate the accurate recording and settlement of institutional activities;
- Maintaining organized and accessible records of financial statements, payroll registers, transaction confirmations, reconciliations, and other accounting documentation; and
- Ensuring that financial records and reports are prepared in a timely, accurate, and transparent manner, consistent with the Federal Reserve Bank's statutory reporting obligations.

You shall perform such additional duties as may be assigned by the Supervisor or the Board from time to time.

3. COMPENSATION

You shall receive a gross base salary of R$ 7,000 per month, payable monthly in arrears, in accordance with the Bank’s established payroll practices. All compensation shall be subject to applicable deductions, withholdings, and contributions required by law or the policies of the Federal Reserve Bank.

In addition to your base salary, you may be eligible to receive performance-based commissions for qualifying work completed in accordance with the Federal Reserve Bank's Organisational Structure and Compensation Policy, as amended from time to time. Commissions shall be payable following the satisfactory completion, verification, and approval of qualifying assignments and shall be subject to applicable payroll deductions and pension contributions.

Your employment shall be subject to the Federal Reserve Employee Pension Plan (A-004) and its applicable implementing policies, which are incorporated into this Agreement by reference. The Bank shall withhold the prescribed employee pension

contributions from your gross compensation and remit the corresponding employer contributions in accordance with the Plan.

The Plan's default contribution provisions shall apply unless you elect an alternative contribution arrangement permitted under the Plan by providing written notice to both your supervising officer and either the Chief Financial Officer or an authorized Payroll Officer. Any such election shall take effect in accordance with the Plan and applicable payroll procedures.

Your rights and entitlements respecting pension contributions, employer matching contributions, vesting, withdrawals, and benefits upon termination of employment shall be governed by the terms of the Federal Reserve Employee Pension Plan and its applicable implementing policies.

4. CONFIDENTIALITY AND NON-DISCLOSURE

In the course of your employment, you may have access to internal data, draft analyses, institutional records, economic models, research materials, and other non-public information.

- You shall maintain the confidentiality of all non-public information accessed or obtained through your role and shall use such information only for authorized employment-related purposes.
- You shall not disclose, transmit, publish, summarize, or otherwise communicate non-public information to any person or entity except where authorized by the Federal Reserve Bank or required by law.
- You shall exercise reasonable care when handling data, reports, internal communications, and analytical materials, including ensuring that information is stored, used, and shared only through appropriate channels.
- You shall not use information obtained through your employment for personal benefit or for the benefit of any other person or entity.

These obligations shall continue beyond the end of your employment.

5. CONFLICT OF INTEREST

You are subject to ongoing obligations to identify, disclose, and avoid conflicts of interest. You shall disclose in writing to the Supervisor any actual, potential, or

perceived conflict of interest, including any personal, financial, professional, or relational interest that could influence, or reasonably be perceived to influence, the impartial performance of your duties. This obligation is continuous and applies both at the time of appointment and throughout the duration of your employment.

Where a conflict is disclosed or identified, you may be required to refrain from participating in the relevant matter unless and until appropriate authorization is provided.

6. CONDUCT

You are expected to perform your duties with professionalism, care, accuracy, and integrity.

Given the analytical nature of your role, you are expected to maintain high standards of reliability in the collection, treatment, interpretation, and presentation of data.

You shall act in a manner consistent with the interests and reputation of the Federal Reserve Bank and shall not knowingly misrepresent data, alter findings improperly, conceal material limitations, or present analysis in a misleading manner.

You are expected to work respectfully and collaboratively with colleagues, supervisors, and other departments, and to follow reasonable instructions issued by the Supervisor or other authorized personnel.

7. TERMINATION

Your employment may be terminated by the Federal Reserve Bank at its discretion, with or without cause, subject to applicable internal procedures.

You may request a leave of absence through your supervisor. A leave is valid for this agreement only when approved in writing by the supervising officer before the relevant inactivity period expires.

Employment shall be deemed automatically terminated upon 30 consecutive calendar days during which you send no message in the Bank’s official Discord server, measured from your last message there (or the commencement date if no message has been sent), unless a valid and approved leave of absence covers the period. No separate dismissal notice is required for this contractual inactivity event, subject to mandatory applicable law. Approved leave pauses the inactivity count during the approved period.

In circumstances involving misconduct, breach of confidentiality, misuse of data, dishonesty, serious neglect of duties, or conflict of interest violations, termination may be immediate and for cause.

You may resign your position by providing reasonable notice in writing to the Supervisor.

8. ENTIRE AGREEMENT

This Letter of Offer constitutes the entire agreement between you and the Federal Reserve Bank with respect to your employment and supersedes all prior discussions, representations, or understandings.

9. ACCEPTANCE

To decline this offer, please return a message confirming that you are declining.

To accept this offer and the related conditions of employment, please signify your acceptance by replying to the message in which it was sent to you with the following:

“I accept this offer and agree to the terms and conditions set out in this letter.”

Yours sincerely,

[*insert signature here*]

[Name of Supervising Officer]
[Position]
Federal Reserve Bank