PT GLOBAL BUSINESS INDONESIA

Jakarta, November 12, 2026

Subject: Job Offer Letter – Business Development Executive

Dear Mr. Michael Anderson,

We are pleased to inform you that you have successfully completed our recruitment process for the Business Development Executive position at PT Global Business Indonesia.

We would like to formally offer you the following employment terms:

- Position: Business Development Executive.
- Department: Business Development.
- Monthly Salary: IDR 10,000,000.
- Employment Status: Permanent Employee (PKWTT).
- Work Location: Jakarta.
- Working Schedule: Monday to Friday, 9 AM to 5 PM.
- Employment Start Date: December 1, 2026.
- Benefits: Health insurance, employment social security, and performance-based incentives.

Please review the terms and confirm your acceptance by November 17, 2026.

We look forward to welcoming you to our team and working together toward our company's goals.

Sincerely,

Human Resources Department
PT Global Business Indonesia

Candidate's Acceptance:

Name: Michael Anderson

Signature: _____

Date: _____