

REF : NULL

Date: December 01, 2020

Creative IT

S/O-----

NULL

Subject : LETTER OF APPOINTMENT

Dear Mr. *Creative IT*, With reference to your application and subsequent interviews with us, the management is pleased to appointment you as *Manager* in our *IT Department* under the following terms and conditions. You are advised to join on dated *November 30, -0001*.

1. Employment: You will be on probation for a period of 3 months from the date of joining and on satisfactory completion of probation period the official confirmation letter will be issued in due course. You service may be terminated without any notice during the probation period at management's discretion.
2. Employment Separation: At least 01(one) month notice in writing or 01(one) month pay must be provided by you to the company if you desire to discontinue your employment with the company after confirmation of your service. The company shall like wise also provide 01(one) month notice in writing or 01(one) month pay, should it become necessary to terminate your service after your confirmation.
3. Remuneration: Please note that your salary structure will be as per below during the probation period:
 1. 1. Basic Tk. 0/=
 2. 2. House Rent Tk. 0/=
 3. 3. Medical Tk. 0/=
 4. 4. Gratuity Tk. 0/=
 5. 5. Gross Tk. /=

As per the current taxation rules, taxex due on your remuneration shall be deducted at source and deposited to treasury directly by the company. A copy of the paid treasury receipt will be delivered to you periodically.

4. Benefits: You will be entitled for other admissable benefits like Provident fund, Gratuity, Group Insurance and other benefits (if applicable) as per company policy.
5. Duties: You will observe the normal attendance hours of the company applicable to the location of your position. You will devote your whole time and attention to the business of the company, obey and observe all lawful instructions given to you.
6. Restrictions: During the employment with the company you will not engage yourself directly or indirectly in any business other than that of this company.
7. Confidentiality: During your employment you will not divulge to any person/persons any secret/confidential information which you may have acquired as a result of employment with the company. If you disclose any such information to any other person, the company will take such action, as it considers necessary to protect or enforce its rights against you and/ or such other person.
8. Posting: Your initial posting shall be at *Narayangonj* District. However, the management reserves the right to relocate you at any other location.
9. Working Hour and Leave: Your working day and weekly off will be as per policy and business requirement of the company. You will be allowed to enjoy leave as per company policy as may be

applicable from time-to-time.

10. Concealment of Information: On assumption of appointment, at any stage, if any misrepresentation or concealment of fact is detected in your bio-data, action will be taken which may lead to dismissal from service.
11. Your service shall be governed by the prevailing rules and regulations of the company as may be applicable from time-to-time.
12. On before joining, you are requested to submit copy of following documents to the HR Department:
 - Copy of the national ID card
 - 3 (three) copies of passport size photographs
 - Copy of the certificates/mark sheets in support of your academic qualification
 - Copy of the release letter from your previous employer
 - Salary certificate in proof of last salary

Please sign and returns to us a copy of this appointment letter duly accepted by you.

We welcome you to Prayas family and look forward to a long-term association with you.

Thanking You

Pradyut Kumar Talukder

Managing Director

PRAYAS International Ltd.

Terms and Conditions Accepted

Creative IT