

Brain Station 23 PLC.

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BRAIN STATION 23

19th April 2024

Atikul Islam

Dhaka, Bangladesh

Subject: Letter of Appointment.

Dear **Atikul Islam,**

With reference to your application and subsequent interview, the Management of **Brain Station 23 PLC.** is pleased to offer you the position of **"Trainee"** under the following terms and conditions:

1. This appointment will be effective **19th April 2024** on your joining.
2. This employment is on a temporary basis, and the contract is valid for **3 months**.
3. During this period, your services are terminable on **1 month** notice without assigning any reason, from either side.
4. You will receive a consolidated salary of Tk **10,000/- net [Taka Ten Thousand Only]** per month. This salary will be itemized as per company's rules in due course.
5. Your working hour will be from **11.00 AM to 8.00 PM**, Monday to Friday which is subject to change brought by management.
6. During the trainee period you are not eligible for any leave during the first month of your service. After the first month, you will be eligible for 2 (two) days of paid leave for each completed month.
7. Salary is not to be discussed with anybody. Violating this rule can lead to termination.
8. You will report to the **CEO, Brain Station 23 PLC.** and you will perform duties as per Job Description provided by Management & any other job as directed by them from time to time.
9. After training period, your performance will be reviewed and if found satisfactory your service will be **Confirmed**, otherwise the training period may be **extended** further as decided by management. If it is not found satisfactory even after extension, your service will be discontinued.