Date:5th September 2017

Imran Raza,

It is my pleasure to inform you that you have been selected for the position of**Junior/Assistant Project Executive**at Pinnacle Consultation Group.

The first 3 months after joining will be considered as a probationary period, extension of such period if appropriate will be at the sole judgement and discretion of the company.

During the training period (1 month) your salary will be **PKR 15,000** per month and you will be undergoing training during this period. After you have successfully completed the mandatory training, your salary will be fixed based on the following training assessment scores:

* If you score between **80%** and **89%**, your salary will be fixed at **PKR 22,000/**month.
* If you score **90%** and above, your salary will be fixed at PKR **25,000/**month.

The above-mentioned salaries will be paid to you in accordance with our payroll procedures. If you score below 80% in your training, you will not be eligible for hiring. After 3 months of Probation, you become a permanent employee to Pinnacle and will receive the following benefits:

* Health Insurance for yourself. (\* if married for spouse and kids also)
* Transportation Allowance in cash i.e. **PKR 3500/**month

During probationary period of employment, all employees are subject to termination if they are not meeting the company expectations or are in violation of key company policies. An employee may be asked to resign immediately for serious violations of company policies or given a notice period to submit resignation based on the severity of the situation.

If the above offer is acceptable, kindly sign a copy of this letter and sends it back as a token of your acceptance and confirm your date of joining.

Also, upon your joining you are required to bring in the following documents:

1. Copy of CNIC
2. 3 passport size pictures
3. Copy of your education certificate
4. Copy of your internship/experience certificate.
5. Reference letter from your employer if applicable.

I am very pleased to accept the position of **Junior/Assistant Project Executive**. Thank you again for the opportunity. I am eager to make a positive contribution to the company and to work with everyone.

Regards,



Imran