



# SELOPIA

A Place To Build Your Business

Dear Miss Miti,

With reference to your interview with us on **14<sup>th</sup> December 2022**, it is our great pleasure that we are able to offer you a position at **Selopia**, as **Intern - Fronted** with effect from **15<sup>th</sup> December 2022, to 20<sup>th</sup> March 2023**, under terms and conditions stipulated below.

## **Remuneration and Facilitie**

You will be entitled to draw a monthly consolidated remuneration of BDT. 5,000/= (Taka Five Thousand only).

## **Joining Date**

Your appointment will become effective from the date of your joining in the company, which shall not be later than 15<sup>th</sup> December 2022 and your joining report shall be submitted to the HR.

## **Position and Duties**

Selopia Ltd., employs, engages, and hires you as Intern - Fronted, and you accept and agree to such hiring, engagement, and employment, subject to the general supervision and pursuant to the orders, advice, and direction of Selopia.

You will perform such other duties as are customarily performed by one holding such position in other, same, or similar businesses or enterprises as that engaged in by Selopia, and shall also additionally render such other and unrelated services and duties as may be assigned to you from time to time.

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## **Due Diligence**

You agree that you will at all times faithfully, industriously and to the best of your ability, experience, and talents, perform all of the duties that may be required of and from your pursuant to the reasonable satisfaction.

You shall make available to Selopia, all information of which Selopia shall have any knowledge and shall make all suggestions and recommendations that will be of mutual benefit to Selopia and you.

## **Termination / Resignation**

During training period, termination / resignation can be happen from either part by giving 30 day notice. For regular period of employment, both the parties have to submit 1 (one) month prior notice or 1 (one) month salary in lieu of notice to the other part in case of the event. However, management reserves the right not to accept the surrender of salary in lieu of notice.

In case of the breach of the trust of the company, insubordination, violation of house rules & regulations, performance, or on lawful ground, company can terminate an employee any moment.

## **Confidentiality**

You shall not at any time or in any manner, either directly or indirectly, divulge, disclose or communicate to any person, firm, corporation, or other entity whatsoever any information concerning activities, strategies, plans, processes, policies, operations, programs, information, data, documents, intellectual properties, decisions, materials which the company deems to be confidential and important in nature; including but not limited to any of its customers, the prices it obtains or has obtained from the sale of, or at which it sells or has sold, its products, or any other information relating and gravely affecting the successful conduct of the business of Selopia and its reputation. Breach of this shall lead to termination of your job in Selopia and legal procedures (if needed).

Above term (confidentiality) shall remain in full force and effect for the period of 5 (five) years after the termination of your employment for any reason.

## **Contract or Commitment**

In spite of anything contained in this letter to the contrary, you shall not have the right to make any contracts or commitments for or on behalf of Selopia without first obtaining the expressed and written consent of Selopia.



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## Rules & Regulations

Your service in the company will be governed by the company's service rules. You shall have to abide by the expressed or implied rules and regulations of the company as devised from time to time by the management.

During the period of your employment with the company, you will have to devote full time services to the company affairs and not accept any additional employment nor engage in any trade or business ventures other than on behalf of the company.

You may be required to serve at any office of the company or any subsidiary or associated organization of the company or any concern taken over by the company in or outside Bangladesh.

In the event of any violation by you of any of the above terms, Selopia may terminate employment without notice.

## Reporting

While reporting for joining, you will be required to submit the following documents:

- One set photocopy of all of your educational, training, experience and other qualification certificates and NID card.
- Two copies of your recent passport size and Two copies of stamp size photographs.
- Proper release order from the services of your present employer, if any.
- You shall be required to submit a copy of resignation letter addressed to your present employer satisfying service rule in force duly acknowledged immediately to the undersigned for record, if any.

If the above-mentioned terms and conditions are acceptable to you, please sign the attached duplicate of this letter as an acknowledgment of your acceptance and return the same to the undersigned on or before the joining date. Please note that upon signing this letter in consent, you will be required to report on 15<sup>th</sup> December, at 10:00 a.m., failing which this offer shall stand canceled.



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Agreed upon the conditions stated above, I have accepted this offer.

**Miss SHAKILA YEASMIN Miti**

Best wishes,

Head of HR  
December 14<sup>th</sup> 2022