



## Letter of Offer & Employment Agreement

**Dear Noor Fatima,**

Laskon Technologies Ltd, is pleased to offer you employment as a Internee. This letter serves as a formal offer of employment and agreement outlining the terms and conditions of your role. Please review the details below:

## **Job Title**

We are offering you the position of Internship (with Development Responsibilities) at Laskon Technologies Ltd. In this role, you will serve in a dual capacity as both a project manager and a software developer. You will report directly to our Project Manager Consultant, Umer Younas, who will be your immediate supervisor. Your employment is scheduled to commence on June 12, 2025, subject to your acceptance of this offer.

## **Compensation**

Salary: You will be paid a gross salary of PKR 15,000 per month during the 1-month probationary period. This salary will be paid on a monthly basis, subject to standard payroll deductions as required by law.

Upon successful completion of the probation period and a positive performance review, you will be eligible for a salary increase in the range of 40% to 50% of your base salary. The exact increase percentage will be determined by the Company based on your performance during probation, details of the adjusted salary will be provided in a confirmation letter upon completion of probation.

## **Work Hours**

Your work schedule will be part-time, requiring an average of 5 working hours per day, Monday through Friday. The position is based on a hybrid work arrangement, meaning you will split your working hours between on-site presence at the office and remote work. Specific scheduling and on-site days can be coordinated with your supervisor to meet project needs while maintaining flexibility.

## **Probation Period**

Your employment will begin with a probationary period of 1 months. During this time, the Company will closely evaluate your performance, teamwork, and fit within the organization. If your performance during the probation period meets or exceeds expectations, your position will be confirmed, and you will become eligible for the post-probation salary increase as described below. The Company reserves the right to extend the probation period or terminate employment during the probation if performance or conduct fails to meet the required standards.

Responsibilities

In this dual-role position, your key responsibilities will include:

- Managing and overseeing all ongoing and upcoming projects to ensure they are delivered on time and within scope.
- Tracking team progress, individual performance, and project deliverables, and providing regular status updates or reports.
- Hiring or assigning appropriate team members and resources to projects based on project requirements and workloads.
- Participating in hands-on software development tasks as needed, writing code, reviewing code, and helping to solve technical challenges along QA.
- Working with a wide range of technologies and platforms as required by our projects.

## **Confidentiality**

As an employee of Laskon Technologies Ltd, you will be exposed to confidential and proprietary information related to the Company's business, projects, and clients. You are required to maintain the secrecy and confidentiality of all such Confidential Information both during your employment and after it ends. Protecting such sensitive information is critical to the Company's success and competitive advantage.

For the purposes of this Agreement, "Confidential Information" includes, but is not limited to, trade secrets, technical data, source code, project plans, client information, software designs, algorithms, financial information, and any other information not generally available to the public.

By accepting this offer, you agree that:

- You will not disclose or use any Confidential Information for any purpose outside the scope of your work for the Company, either during your employment or after termination.
- You will not remove or copy any confidential documents, code, or data from the Company's premises or systems without proper authorization.
- All work products, source code, inventions, or other intellectual property you develop in the course of your employment belong exclusively to Laskon Technologies Ltd. You agree to promptly disclose to the Company any such developments and to cooperate in securing appropriate intellectual property protection for them in the Company's name.

This confidentiality and non-disclosure obligation remains in effect even after your employment with the Company ends. A separate Non-Disclosure Agreement (NDA) may be provided for you to sign on your first day to further detail these obligations.

## Leave Policy

You will be entitled to 2 paid leave days per month, in accordance with the Company's leave policy. Leaves should be scheduled in advance whenever possible and approved by your supervisor to ensure project coverage. In addition to the personal leave days, you will also receive time off for national holidays and any other leave benefits that are standard for employees of the Company.

## Termination

Your employment with the Company is considered at-will, which means that either you or the Company may terminate the employment relationship at any time, with or without cause, by giving written notice. Generally, after successful completion of the probation period, we request that either party provide at least 15 days' notice of intent to terminate the employment. During the probation period, the Company may terminate your employment with or without notice if your performance or conduct is not satisfactory.

**Termination for Cause:** The Company reserves the right to terminate your employment immediately for cause at any time. "Cause" includes, but is not limited to, gross misconduct, violation of Company policies (including the Confidentiality clause above), failure to perform job duties satisfactorily, or any act of fraud or dishonesty.

Upon termination of employment (whether voluntary or involuntary), you are required to return all Company property in your possession, documents, access cards, and any materials containing Confidential Information. You will also be paid all earned salary up to your last day of work. Any accrued but unused leave will be compensated in accordance with Company policy and applicable law.

## Acceptance and Signatures

If you accept the terms of this offer, please sign below. By signing, you acknowledge that you have read, understood, and agree to the terms and conditions of this Letter of Offer and Employment Agreement. We are excited to have you join our team and look forward to a successful collaboration.



**Employee (Noor Fatima)** \_\_\_\_\_ **Date:** 1-7-2025

**For Laskon Technologies Ltd.**



**Umer Younas, Project Manager:** \_\_\_\_\_ **Date:** 1-7-2025