

Appointment Letter

REF NO: Inspedium / Sales Department / 03-2020 / m11

20-03-2020

GZUL SHEIKH

Rashid Minhas Road

Subject:Letter of Appointment

Dear Mr/Mrs. GZUL SHEIKH

This has reference to your application and subsequent interviews you have had with **INSPEDIUM**. We are pleased to appoint you as **KK** in its *Name of Function* function based at *Location of Posting*. Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid a monthly gross salary of **Rs. 1500/- (1500 Rupees Only)** permonth.

2. Working Hours

Your working hours will be **09:00:00** to **16:00:00** as per the current company policy. The company observes a 6 day work week.

3. Date of Appointment

Your date of appointment as per company records is **05 February,2000**.

4. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

5. Probation Period

You will be on probation for a period of **three months** from the date of your appointment. On satisfactory completion of the probation period, you will beconfirmed in service

6. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

7. Responsibilities

Your responsibilities will be as per your job description. Your performance would bereviewed as per the Company's Performance Management System.

8. Notice Period

While on probation, this appointment may be terminated by either side by giving **seven days notice**, or **seven days salary in lieu of notice period**.

On confirmation, this appointment may be terminated by either side by giving **one months'** notice or **one months'** salary in lieu of notice period.

9. Transfer

You will be liable to be transferred to any other department of the company.

10. Conflict of Interest

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

11. Confidential Information

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

12. Contract/Bond with Previous Employers

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

13. On Termination

On termination of this contract, you will immediately give up to the Company all correspondence, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

14. General

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time. Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the *company name* and trust we will have a long and mutually rewarding association

Yours faithfully,

Zaid Gul
Manager
INSPEDIUM

I do hereby accept the appointment letter agreeing to all the Terms & conditions.

GZUL SHEIKH

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