

12/21/2021
6, Iwaya
Yaba
Surulere Lagos State

Dear Giffy Barack:

OFFER OF EMPLOYMENT

Following our recent discussions with you in respect of the above subject, we are pleased to offer you a Regular Contract position at DELON NIGERIA JOBS for an initial 7 months. Your designation is Software Engineering, and you shall report to the Hope Ndudim. Your duties and responsibilities will be contained in your job description which will be part of your offer documents. Your proposed resumption date is 1/1/2022 at Purple Academy, Town planning.. Your staff number shall be GLY/2011

COMPENSATION

In consideration of your expected role, your annual gross salary shall be 5000000. Salary will be paid monthly in arrears. As part of our policy, the company shall deduct and remit all statutory deductions and contributions required by law on your behalf. You shall be entitled to health insurance and other statutory benefits.

HOURS OF WORK

As discussed during the interview, your office hours will be 9:00 a.m. to 5:00 p.m. and your work days shall be Monday - Friday

PERIOD OF NOTICE

DELON NIGERIA JOBS reserves the right to terminate your employment with or without notice, if you commit any serious or persistent breach of any of the provisions of this agreement, DELON NIGERIA JOBS Disciplinary Code, or any of your conditions of employment or are guilty of any misconduct or are guilty of any other criminal offence other than an offence which, in the opinion of the organisation, does not affect your position as an employee, or are guilty of any other conduct which will justify summary termination or termination on notice in law. Such grounds shall give rise to your summary termination. You will be required to give a minimum of four weeks written notice of intention to resign your employment with DELON NIGERIA JOBS or pay 4-week salary in lieu.

PROBATION

You shall serve a period of 6 months on probation, after which your employment will be confirmed. If the organization does not consider you fit for confirmation at the end of the probation period, it will be extended for additional 3 months.

CONFIDENTIALITY

You shall protect and not disclose any DELON NIGERIA JOBS, its client or third party proprietary and confidential information entrusted to you or to which you are exposed to in the course of your employment with the organisation. This applies even after the termination of the employment relationship.

PAID LEAVE

After confirmation, you shall be entitled to twenty (20) paid leave days (including sick off days) within

every twelve (12) months.

CODE OF CONDUCT/ ETHICAL STANDARD

You are expected to observe and comply with the organisation's code of conduct, rules, regulations, and ethical standards as defined in the Company's Human Resource policies. Any terms and conditions as presented from time to time shall further govern your period of employment with the Company.

We expect acceptance of this offer within 24 hours from the date it is issued, failing which the offer will cease to be valid. Upon acceptance, you are expected to provide two professional reference letters from former employer, work supervisor or lecturer.

Accept our congratulations and we wish you a successful career in DELON NIGERIA JOBS.

Yours faithfully
for: Delon Nigeria Jobs Head of HR

I, Giffy Barack, acknowledge that I have read, understood, and do hereby accept the particulars of the terms of employment outlined above.

SIGNATURE:

ACCEPTANCE DATE: _____

RESUMPTION DATE: 1/1/2022

ANNUAL SALARY BREAKDOWN	AMOUNT (N)
Annual Gross Salary	5000000
Health Insurance	36,000.00
Life Insurance	0.00
Performance-based Bonus	1,250,000.00
Pension Staff Contribution	400,000.00
Annual Net Salary Before Taxes	3,314,000.00
Pension Employer Contribution	500,000.00
Annual Net Salary Before Taxes + Pension Employer Contribution	3,814,000.00

ANNUAL NET SALARY BREAKDOWN	AMOUNT (N)
Basic Salary	1,060,480.00
Housing	762,220.00
Transport	497,100.00

ANNUAL NET SALARY BREAKDOWN AMOUNT (N)

Annual Leave	629,660.00
Meal and Entertainment	198,840.00
Utility	165,700.00
Annual Net Salary Before Tax	3,314,000.00
Monthly Net Salary Before Tax	276,166.67
Annual Tax - PAYE	402,752.00
Monthly Tax - PAYE	33,562.67
Annual Net Salary After Tax	2,911,248.00
Monthly Net Salary After Tax	242,604.00

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