



FFSD GROUP

Powered By: Financial Forensic Studies & Diagnostic LTD
We are Investing in the Future Whilst Delivering Result Today!

AYOMIKUN FESTUS

Meiran LSDPC Housing Estate
Lagos State, Nigeria

Dear Sir,

5th December, 2023

OFFER OF EMPLOYMENT.

I am directed to refer to your application for employment position in the Company and subsequent interview, and we are pleased to offer you an appointment in the company as our **Web developer**, the Salaries and allowance applicable to this position are as follows;

ANNUAL REMUNERATION

Salary: 1,800,000 Per annum

Your net salary will be payable monthly at NGN150,000 per month.

1. Bonus: All staff are eligible for a bonus after the first year of employment however, this will be at the company's discretion.
2. Pension Contribution
3. Your contribution to the contributory pension scheme shall be in line with the Pension Reform Act 2014 and as amended from time to time.
4. Your appointment is with effect from the date of resumption of duty.
5. Your appointment is subject to terms and conditions laid down in staff's regulations and conditions of work.
6. You are expected to present your original certificates for documentation on assumption of duty.
7. You are expected to indicate your acceptance of this offer in writing within 7 days of receipt of this letter.

Hours Of Works

The Company's normal hours of work are as follows : **Monday - Thursday, 9.00 am.- 6.00 pm and on Friday, 9:00 am -5:00 pm.** These hours are subject to changes from time to time as may be necessary. You may also be required to work extra hours, on weekends and public holidays where the exigency of the job demands.

Resumption Date

Your employment takes effect from 5th December, 2023.

Work Location

You shall be working in our facility located at No.96A Oduduwa Crescent GRA, Ikeja, for 49 hours a week .

Annual Leave

Your annual leave entitlement is Fifteen(15) working days, staff will not be allowed to carry over unused leave days within a financial year to the following financial year.

Hence, leave must be utilized before the end of the quarter of the following financial year.

Termination

Either party may terminate this employment at any time by giving one month's notice in writing or payment of one month's basic salary in lieu of notice. Staff on probation shall give a minimum of two week's notice.

Acceptance

If these terms and conditions are acceptable to you, kindly confirm your acceptance by signing the acknowledgement copy of this letter and return not later than one (1) week after receipt of this letter, failing which the offer automatically elapses.

Data protection

You shall commit to keep the strictest confidentiality in respect to the personal data you collect , process , or access in the scope of the activities for FFSD, and refrain from disclosing them to third party including other employees unless disclosure is explicitly authorized by the instruction of the employer.

On behalf of the Management, accept my congratulations and I wish you a successful career at Financial Forensic Studies & Diagnostic LTD.

Your Faithfully,
Ijeoma Mbajunwa,

For: Financial Forensic Studies and Diagnostic LTD

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