



6th Feb 2025

**Subject : Employee Acknowledgment Letter – Full-Time Commitment & Workplace Visibility**

Dear Md Helal Uddin Biswas,

As part of our company policy, we want to reinforce the importance of full-time commitment and workplace visibility during working hours. To ensure seamless support for our customers and internal operations, all full-time employees are expected to dedicate their working hours solely to their responsibilities within the company. Engaging in part-time or external work during company hours is not permitted.

Additionally, maintaining visibility during working hours is essential. If you need to leave the workplace for any reason during work hours, please inform the team or group before leaving and highlight when you return. This ensures smooth communication and allows us to provide uninterrupted support to our customers and colleagues.

Please sign and return a copy of this letter to acknowledge your understanding and agreement with this policy. If you have any questions or require clarification, feel free to reach out.

Thank you for your cooperation.

By Management

I, Md Helal Uddin Biswas, acknowledge and understand the company's expectations for full-time commitment and workplace visibility. I assure my adherence and dedication to these terms. By signing below, I confirm my commitment.

Sincerely,

A handwritten signature in dark ink, appearing to read "Md Helal", written over a dashed horizontal line.

6th Feb 2025