

May 1, 2019

**Oshinubi Solomon**  
79, Randle Avenue,  
Surulere,  
Lagos.

Dear **Solomon**,

**RE: OFFER OF EMPLOYMENT**

Further to previous discussions held with you, Bloomfield Law Practice (“**BLP**” or the “**Firm**”) is pleased to offer you employment in our Firm as a Junior Associate, effective from **June 3rd, 2019**, on the following terms and conditions.

**Role:**

Your role shall include, assisting the Partners in providing and delivering timely, reliable and commercially-savvy legal solutions to business and other issues referred to the Firm (in general) and its **Immigration, Labour and Employment Practice groups** (in particular). You are also required to serve effectively, as the “engine room” during tasks and assignments referred to the Firm.

**Annual Remuneration:**

You will receive **an after-tax** annual net salary of **Two Million Four Hundred Thousand Naira (N2,400,000.00)** only, payable in arrears and in twelve equal monthly instalments of **Two Hundred Thousand Naira (N200,000.00)** only, per month. The Firm shall also provide you with airtime of **Sixty Thousand Naira (N60,000.00)** annually, in equal monthly instalments.

**Year End Bonus:**

You may be entitled to an annual bonus based on your performance and the Firm’s profitability during each financial year. Please note that bonuses are not of right nor are same a part of your remuneration but remain a compensation for good performance and is strictly at the Partnership’s discretion.

**Commission:**

You shall receive a **fifteen per cent (15%) commission (net of all costs)** of the fees received for transactions which come into the Firm, through you.



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Our list of legal practitioners can be found at [www.bloomfield-law.com](http://www.bloomfield-law.com)

**Hours of Work:**

You will normally be required to work from 8am to 6pm on Mondays to Fridays with a one-hour lunch break. You may be required by the Partners (or your work schedule may so dictate) to work additional hours, from time to time and or at weekends. The Firm deems that compensation for such additional work hours has already been provided for, in your remuneration package.

**Probationary Period:**

There shall be a probationary period of three (3) Months. Upon successful completion of same, your employment shall be confirmed.

**Leave Periods:**

You shall be entitled to a four-week holiday with full pay. You will also, in addition, be entitled to a leave allowance in an amount equal to your monthly salary.

Sick leave shall not exceed eight (8) weeks, during which period(s) you shall be entitled to your full salary, but thereafter may receive a salary (or a portion thereof) at the discretion of the firm.

**Continuing Legal Education & Training:**

In furtherance of the Firm's commitment and dedication to ensuring that Staff are kept abreast of developments in their roles, you will be encouraged to attend at the expense of the Firm and at such times as the Firm deems necessary, training courses and seminars in Nigeria and abroad in areas of interest to the Firm.

**Medical and Health Insurance:**

To meet your health and medical needs, you will be signed on to a healthcare scheme operated by the Firm.

**Restrictive Covenant:**

For a period of eighteen (18) months after the determination of your employment, you shall not directly or indirectly, by way of employment or otherwise, be concerned with any client(s) of the Firm.

**Termination of Employment:**

Your employment may be terminated by either party, giving one (1) months' notice in writing to the other or payment of one month's salary in lieu of such notice. Your employment may, however, be terminated without notice for serious misconduct, including breach of rules of professional conduct. During your probationary period, your employment may be terminated without notice.

**Dispute Resolution:**

Any disputes or differences arising between the parties hereto as to the construction of this agreement or any matter arising out of or concerning the same shall be settled amicably with the partners of the Firm and if the dispute remains unresolved then it shall be referred to Arbitration in accordance with the Arbitration and Conciliation Act, Cap A18, Laws of the Federation of Nigeria.

**Confidentiality:**

You must not, either during your employment or after it has been determined, disclose or use in any way, any confidential information concerning the Firm or its clients or any person or company associated with it or any information on any transaction the Firm is working on, except in normal course of your duties with the Firm. All documents, records, files, precedents and any computer software of any kind worked on and or handled by you shall be the exclusive property of the company and such property shall be returned to the Firm, upon the determination of your employment.

**Due Diligence and Honesty:**

During the term of your employment with the Firm you owe the Firm a duty to be diligent, dependable and honest.

**Acceptance of Offer:**

To accept this offer of employment, kindly sign and date the attached copy of this letter and return same to us on or before **May 3rd, 2019**.

We take this opportunity to formally welcome you on board and feel certain, that our association with you will be a long and happy one.

**Other Terms and Conditions:**

Please note that the Staff Handbook contains other terms and conditions of your employment and same is hereby incorporated by reference and shall take precedence over the terms hereof. Furthermore, this document supersedes any previous correspondence, contract or arrangement you may have had with BLP.

Yours truly,

*Bloomfield Law Practice*

**BLOOMFIELD LAW PRACTICE**

**ACCEPTANCE OF OFFER**

I, **Solomon Oshinubi**, hereby accept this offer of employment on the terms and conditions aforementioned.

**SIGNATURE:** ..... **DATE:** .....