

13/07/2021,
S.M. Rifatur Rana
41/A/1 RND Road, Lalbagh Dhaka
Phone:01611811961

Subject: Appointment for post of “Software Trainee”.

Dear S.M. Rifatur Rana,

We are pleased to offer you the position of Trainee with Diligite based on the following terms and conditions:

Job Title

Your job title will be “Software Trainee” and you will report to **Ratul Bhowmick**.

Job Type

Remote

Salary

As you are working as a trainee, you will work without any payment. After training periods of 3-4 months, you have an opportunity to work as a software intern or junior software developer in Diligite.

Hours of work

The working hours are flexible. You can work whenever you want. There will be a weekly meeting and give you a task to complete.

Holidays

You will be eligible for a casual leave but you must inform one of the authorities about your absence.

Your Duties and Responsibilities

You shall be required to perform to the best of your abilities all the duties you are required to perform.

Terms and condition

The Developer shall not disclose to any third party the business of the Client, details regarding the Software, including, without limitation any information regarding the Software's code, the Specifications, or the Client's business (the “Confidential Information”), (ii) make copies of any Confidential Information or any content based on the concepts contained within the Confidential Information for personal use or for distribution unless requested to do so by the Client, or (iii) use Confidential Information other than solely for the benefit of the Client.

Termination

The company can terminate you without any prior notice or without any reason. The company can also give you notice of not less than one month in writing or salary in lieu thereof.

No modification unless in writing

No modification of this Agreement shall be valid unless in writing and agreed upon by both Parties.

Acceptance of your offer

Kindly accept your acceptance of this appointment letter by signing and returning the duplicate copy.

We dearly welcome you and look forward to receiving your acceptance and to working with you.

Regards,
Md. Mosharraf Hossain
Managing Director, Diligite

Signature:

Date: