Date: 30 December, 2021

Name: Abu Talib Khan

Address: House 41, Road 9/B, Sector 5, Flat 5B, Uttara Model Town, Dhaka 1230

Contact: +8801400721251

**Sub: Appointment Letter**

**Dear Abu Talib Khan,**

It is our pleasure to inform you that you have been selected in our temporary employment as **Accounts Payable Executive (VAT)** to serve our client. Your appointment will be effective from the date of your joining on January 1, 2022 to till the project end under the following terms and conditions:

1. Salary: Your monthly gross salary will be **BDT** **38,845** including Variable costdepend on approval from Banglalink**.** Please find below the detail breakdown of the salary:

Basic: BDT 15,000

House Rent BDT 9,000

Conveyance BDT 6,000

Mobile Allowance BDT 1,000

Lunch Allowance BDT 3,300

Variable BDT 4,545

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Gross Salary BDT  **38,845**

1. Other Benefits: Besides given salary information and breakdown above, no other benefits will be provided like Provident Fund & Gratuity.
2. Transfer: Your job is subject to transfer from one location to another location as and when prescribed by the FDB and at its discretion.
3. Notice period for resignation: Any of the either parties has right to serve One month notice upon bilateral understanding prior to the termination from the employment.
4. Code of conduct: You shall have to be obliged to the Code of Conduct of FDB and its clients equally at the place of your posting. At all times use all reasonable endeavors to keep confidential (and to ensure that clients representatives, officers, employees and agents shall keep confidential) any confidential information through non-disclosure which it may acquire in relation to the client and its subsidiaries or in relation to any other Party and shall not disclose any such information except information, which is already published, which on receipt was already known to the receiving party

or which has been made available by a third party without violating an obligation of secrecy as well as information which for the purposes of client’s services.

1. Joining report: You are to fill-up a prescribe joining report along with clearance certificate from previous employment (if applicable), attested copy of academic certificates, two passport size photos, Character Certificate from local Government, copy of NID and two reference who knows you for more than 5 years outside your family members.
2. Leave: Subject to the conditions of the company policy, you shall be entitled for 10 days casual leave and 14 days Sick leave in a calendar year.

You are kindly requested to confirm your appointment to the above terms and conditions, including the Company’s rules and regulations, by signing and returning the duplicate copy of this Letter.

We wish you a successful and prosperous career with Frontdesk Bangladesh (FDB).

Thank you.

Yours truly,

**Faria Simir Mridila**

Assistant Manager

Frontdesk Bangladesh (FDB)

**Agreement:**

I have carefully and thoroughly read the aforesaid terms & conditions of this letter of appointment, which I have fully understood and I hereby accept the same

Signature: …………………

Name:

Date: