Date : March 07 , 2021 *Private & Confidential*

Ref : DOL-AAA-081615

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| **Mr.** | |
| H # 15, R # 04, Sector # 12, Uttara-1230, Dhaka |

Dear Mr.,

We are pleased to offer you in the capacity of **“Trainee Software Engineer”** in Adova Soft. You will report directly to HRD, commencing with your start date of employment on……………...

You will have to confirm your service period here for minimum of not less than one year before joining. Involvement with any other company or profession either part-time or freelance during service period in Adova Soft will be treated as punishable and legal action will be applicable.

You will be covered by the standard group benefit plans like festival bonus from the second year. There are some company policies like leave policy etc. which will be explained to you. Upcoming company policies will have to be accepted and followed by you.

Your salary will be BDT ………. per month. 10% of the salary will be deducted and after one year the total deducted amount will be refunded to you. If you leave the company before completing deduction year, no amount will be refunded. If the company terminates you for any reason, the amount deducted till then will be returned to you. FYI, salary deduction year starts from the date of joining followed by next 12 months. Your first salary deduction will be September -15 to August -16. Disclosing or referencing salary to other staffs is strictly prohibited.

Your will be on probation period for the first 3 months of your joining. If we find you suited for the company, you will be confirmed as a permanent employee Adova Soft or you can be terminated without any show cause notice during your probation period. Salary evaluation will be effective after 12(Twelve) months and salary will be revised based on previous performance. Performance category will be defined by Adova Soft HRD.

During the probation period all of your leave will be considered as leave without pay. After obtaining the permanent position, you will be entitled for yearly leave according to the organization’s policy.

You will have to be committed to pay your income tax properly if you are eligible by the Govt. law.

It is understood and accepted that the employment relationship we have agreed to be an at-will relationship and that may be ended by you, upon two months’ notice for any reason.

Please be informed that validity of offer letter depends only on the proper release letter of previous job. It should be submitted during the joining date.

The company general rules and regulations should be accepted prior to your joining. Adovasoft reserves all right to change or cancel the agreement any time.

If you agree this letter, please sign this copy and return for our files.

We look forward to your joining the company.

Sincerely,

I agree with the above conditions

Mamun Mia Turan

HR Manager, HR

Adova Soft