Date : …………. *Private & Confidential*

Ref : DIT/AL/082912

Mr. XYZ

……………

…………….

**Subject:** **Appointment as a “……………………….”**

Dear Mr. XYZ,

We are pleased to inform you that Divine IT Limited authority has decided to appoint you as a ***………………..*** with effect from September 2, 2012 on the following terms and conditions:

1. Your appointment will be on probation for the first Three months of your joining.
2. You will have to confirm your service period here for minimum of not less than one year before joining.
3. During 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.
4. Your working hour will be from 10 A.M. to 6.30 P.M.
5. Although the office timing is from 10 A.M. to 6.30 P.M. sometimes you may be required to stay longer as and when required.
6. During the service period, you will be paid a salary of Tk. BDT ……………… (……………..Taka) only per month consolidated that will be paid by 10th of every subsequent month.
7. Your appointment will be on probation for the first 6 (Six months) of your joining, if we find you suited for the company, you will be confirmed and revisions in your salary structure and designation will take place accordingly or you can be terminated without any show cause notice during your probation period. After the successful completion of probation period, your salary will be revised based on performance. Further evaluation will be effective after 12(Twelve) month and salary will be revised based on previous performance. Performance category will be defined by Divine IT HRD..
8. 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 …………………….. Disclosing or referencing salary to other staffs is strictly prohibited.
9. Festival bonus will be applicable from the second year of your service.
10. You will have to be committed to pay your income tax properly if you are eligible by the Govt. law.
11. During the service period, your contribution will be counted only for Divine IT Limited. Whether it is technical or general.
12. You will not be allowed to work anywhere else without prior consent.
13. You will have to work anywhere in Bangladesh as and when required.
14. For outstanding performance, you will be given incentive (increment or other benefits).
15. You have to abide by the rules, regulations and practices of the company, which are subject to change from time to time.
16. In case you wish to leave the job, you will have to give a notice of resignation at least ….. month ahead of your desired date of leaving the position. It is your responsibility to complete all the assigned duties before the resignation date. If you leave without proper notice the management reserves the right to take action against you.
17. The company reserves the right to take any disciplinary action if any rules, regulations or practices are violated.
18. All the terms and conditions of this appointment letter are highly confidential. Any clause or a part of a clause shouldn’t be disclosed to others inside the organization or its sister concerns.
19. You will have to perform any duties assigned by the Authority.

*Contd. on Page 02*

1. You are to submit all your duty reports daily to the Project Manager 🡪 CEO.
2. Your positional responsibilities in more details are given bellow:

If you agree to join us on the above terms and conditions, please sign below and you are required to submit the following documents at the time of joining:

a. Photocopies of all academic Certificates, Mark sheets/Transcripts (need to allow the original)

b. 4 copies of recent passport size &1copy stamp size photograph.

c. Release letter from previous employer (if applicable).

Sincerely,

HRD

Divine IT Limited.

I, XYZ hereby carefully read all the terms and conditions of Divine IT Limited and agree with the company rules and regulation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

XYZ

Prepared by Recommended by Approved by

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**Fatema Farhana Ashraf Uddin Iqbal Ahmed Fakhrul Hasan**

**HRD COO, Divine IT Limited CEO, Divine IT Limited**