1st March 2018

**Mr. FELIX TAMUNOEMI PRINCE**

3 Amadi Close,

Off Oroada by Igbogo Street,

Ohiamini, Elekahia,

Port Harcourt,

Rivers State.

Dear Mr. Tamunoemi,

**OFFER OF VOLUMTEER WORK EXPERIENCE PLACEMENT**

We refer to your application for Volunteer work experience placement and are pleased to offer you opportunity on the following terms and conditions:

Position: Trainee Document Control Officer

Status: - Fixed Term

Duration of Training: - Six Months

Monthly Allowance: - N10, 000:00

Effective Date - 1st March, 2018

**Remuneration/Rate Review**

The company shall review it from time to time as it considers fit and subject to economic factors.

**Deployment**

Your initial posting is to ourCorporate Office in Port Harcourt**,** reporting to the Document Control Supervisor whereupon you may be reassigned to any of our operation bases within Nigeria.

**Work Hours**

The working hours/days shall be 0800hrs to 1700hrs Monday through Fridays and 0900hrs to 1400hrs on Saturdays. The days/hours of work for those on projects and project sites may vary as job demands and for exigency reasons. Punctuality is of essence in all our operations and you are required to comply with it.

**Training Extension**

The duration of the volunteer work experience placement shall be as stipulated above and there shall be no extension except as approved by management.