

Date: 15-06-2020

JOBI ADEWALE ADEGBUYI

38,Fadahunsi Street,

Ijeshatedo, Surulere,

Lagos State.

Dear Mr Jobi,Adewale,

OFFER OF APPOINTMENT

With reference to your subsequent interview; we are pleased to offer you appointment as **DRIVER** in Administrative Department, with effect from ***15th June 2020***, under the following terms and conditions.

1 PERIOD OF EMPLOYMENT

Your employment with **Unique Spicy Event & Services** under this Service Agreement (“this Agreement”) starts on 15th June 2020. You will be placed on a 6 (six) months’ probation from date of resumption, after which your employment may be confirmed based on satisfactory performance.

2. REMUNERATION

Your annual compensation will be N480,000.00 and this is broken down as follows;

Basic Salary: N288,000.00 (60%)

Housing Allowance: N96,000.00 (20%)

Transportation Allowance: N48,000.00 (10%)

Utilities: N48,000.00 (10%)

3. TERMINATION

A voluntary decision to resign by you is subject to two weeks’ salary in lieu of notice during the period of probation, while after confirmation you are expected to give a month’s notice in writing or one-month payment in lieu of notice. In the case of gross misconduct by you in relation to any scope of work done for the company, your employment will be terminated with immediate effect.

4. HOURS OF WORK

You shall confirm to such hours of work as may from time to time be required of you by your supervision.

5. PLACE OF WORK

You shall perform your duties with diligence and care under this Agreement with Administrative Department. You shall be handed a job description that gives you instructions regarding your daily duties and responsibilities including but not limited to that been offered.

6. VERIFICATION

**a. Guarantors**

You are to produce two guarantors with two full bodied photographs attached to the forms, one of who has a landed property in Lagos and will attach a photocopy of property and a sworn affidavit to the form.

**b. Documentation**

The information given at the interview and on the application, form is accurate, truthful and non-falsified in any way as any deviation from that will lead to termination.

7. ANNUAL LEAVE/LEAVE ALLOWANCE

You shall be entitled to 14 working days of paid annual leave, at 30% of your monthly salary, as at when due. Your first leave will be due on the anniversary of commencement of employment.

8. CONFIDENTIAL INFORMATION

You shall keep confidential and shall not use or disclose or attempt to use or disclose to any person any of the secrets or confidential information of the company of which shall come to your knowledge during your employment.

9.` VARIATION

No variation or amendment of this Agreement or oral promise or commitment related to it shall be valid unless committed to writing and signed by or on behalf of both parties.

Please accept our congratulations and sign your acceptance of this offer in space provided below and return to us the enclosed copy.

Yours Sincerely,

**For: Unique Spicy Event & Services On Acceptance by the Applicant:**

**TOLUWALADE OMOLOLA JOBI ADEWALE ADEGBUYI**

Managing Director Driver