

OFFER LETTER

Date: 03 February 2024.

Shahnaj Parvin Sukta

Address: Ialbagh, Dhaka.

Mobile- 01951937934

Subject: Offer letter for the position of **Senior Executive at Rtemis Limited**.

Shahnaj Parvin Sukta,

We are pleased to offer you the position of **Senior Executive at Rtemis Limited** with a remuneration of **BDT 30,000/- (In words: Thirty Thousand taka)** we feel confident that you will contribute your skills and expertise towards the growth of our company.

As per discussion during the interview, your joining date will be on **2 March 2024 (Saturday)** and you are requested to take necessary preparation.

Please confirm your acceptance of this offer by signing and returning the copy of this letter via email. Also you are requested to bring photocopies of your national ID card, educational certificates on the day of your joining.

We look forward to welcoming you on board!

Sincerely,

Sumona Sharmin
CEO & Managing Director
Rtemis Limited

Ref: rtemis/OL/09/23