

APPOINTMENT LETTER

01 October, 2023

Md. Rifat Bin Yusuf
S.S Tower, 10-C/4, Block-F, Madrasha Road,
Mohammadpur, Dhaka-1207.

Subject: Letter of Appointment

Dear Md. Rifat Bin Yusuf,

This has reference to your application and interview you've had with **Webase Solutions**. We are pleased to appoint you as **Content Writer (Intern)** in our office at Dhaka. Your employment will be governed by the following terms and conditions:

1. **Monthly Gross Salary.** You will be paid a monthly gross salary of **Tk 10,000.00 (Ten Thousand Taka Only)**.
2. **Working Hours.** Your working hours will be **10:00 AM to 7:00 PM** as per current company policy with One Hour Break for Namaz and Lunch. The company observes a **6 days'** work week, except government holidays.
3. **Date of Appointment.** Your date of appointment as per company record is **25/09/2023**.
4. **Probation Period.** You will be on probation for a period of **Three months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. **Your salary will be determined in consultation with you at the end of a successful probation period.**
5. **Salary Increase.** Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be based on demonstrated results and effectiveness of performance during the period of review.
6. **Leave.** You will be governed by the current Leave Policy of the company for permanent employees. **You will not get any extra leave during the probation period.**
7. **Notice Period.** While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days salary** in lieu of notice period. On confirmation, this appointment may be terminated by either side by giving **one months' notice** or **one months' salary** in lieu of notice period.
8. **Confidential Information.** You will not, at any time, without the consent of the company disclose or divulge or make public except under legal obligation, any information regarding company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.
9. **Reporting.** You are required to inform the **CEO** of the progress of your work.



Kindly communicate your acceptance of this contract by signing a copy of this letter and returning it to us.

Thanking you



Md. Asif Ibna Mostafiz
HR Manager
Webase Solutions

Accepted by

Md. Rifat Bin Yusuf
Content Writer (Intern)
Webase Solutions

