

Offer Letter

Hello Malik Noshewan Adil Khan,

Thank you for your interest in TechSwivel (Private) Limited. We are pleased to offer you a full-time position as a **Trainee Laravel Developer**.

Your training will be paid and you will be awarded a monthly stipend of **Rs. 10,000/-**. Our training period is 2 to 3 months depending upon your performance and then after your training completion, there would be a probation period of 3 months. After that, you would be offered a permanent position on the basis of your performance..

TechSwivel Permanent Employees are eligible for the following benefits:

1. *Bi-annual (every six months) Salary increments on the basis of performance*
2. *Paid vacation of Eighteen (18) days per year (on accrual)*
3. *Extra hours payment by a factor of one (x1) of their current salary*
4. *Provident Fund*

Your employment at TechSwivel (Private) Limited is scheduled to commence on **Monday, 2nd January 2023 at 11:00 AM** and is contingent upon completion of the paperwork required by our HR department.

Our working hours will be Mon - Fri, from 10:00 AM to 7:00 PM, with the lunch break duration of 1 hour and 15 mins each day from 1:15 PM to 2:30 PM except Friday wherein the break will be for one and half hour.

As per our discussion, kindly sign the attached "Employee Service Rules" after reading it thoroughly, as your consent that you agree to all the terms and conditions of the contract. Furthermore, following the global pandemic, as we are working remotely, it will be your responsibility to have an uninterrupted & stable internet and electricity supply so that you can work smoothly without any time wastage. Do note that you have to compensate for such wasted time during non-working hours.

Please note that in the future if you want to leave the company after the completion of Employee Service Rules tenure, to ensure the swift check out, it is obligatory for you to give a **notice period of 30 days** prior to your resignation.

If you have any questions regarding the information contained in this letter or regarding the position, please feel free to contact us.

To acknowledge acceptance of this employment offer, please sign and return this Offer Letter, along with a scanned **copy of the (Employee Service Rules** with signature authorized and **CNIC**) to my attention at your earliest convenience.

Employment based on the terms set forth above is hereby accepted.



Signature

2022/12/23

Date

Welcome to TechSwivel (Private) Limited. I look forward to working with you for the achievement of TechSwivel's mission.

Regards,