**APPOINTMENT LETTER:**

**Confidential**

**7th of December, 2020**

   Mr. Shamim Ahamad  
   S/O: Late: Mr. Monsur Shamad  
   Permanent address:  Vill:Laxmipur, PO: Bhaberchar, PS: Gazaria, Dist: Munshiganj.  
   Present address: 228/1, Shekhpara Road, South-Jatrabari, Dhaka-1204.  
  
  
   Dear Mr. Shamim  
  
   We are pleased to offer you an employment in **NewsRme Limited**, as a Part - Time

Web developer.  
  
   Working Hours: 25 hours per week, from home.  
     
   Salary: 10,000.00 Taka per month (Ten thousands taka).  
     
   We congratulate you on your selection and welcome you in **NewsRme Limited**  
  
    Yours faithfully,  
  
   Mokter Ahmed Mojumder.  
   Chairman.  
  
   Special conditions must be followed by both parties:  
  
1. Mr. Shamim Ahamad will work as a Part - timer for the next 3 months. Mr. Shamim will be considered a full time employee after three months based on his performances and responsibilities. His salary will be reconfirmed as a full time employee before signing the contract.

I am Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do hereby confirm and accept the condition.

                                                                                                                                            Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GENERAL CONDITIONS  
  
you will be liable for dismissal without notice or payment in lieu thereof for any of the following reasons: -  
  
1. Breach of any of the obligations under Section I of the Conditions of Employment and Service Regulations or any other Regulations made by the Company from time to time.  
  
2.  Dishonesty with Company’s business, properties and secret information.  
  
3. Trying to influence Company’s decisions through external means.  
  
4. Termination/ Resignation: A Staff may resign from the services of the Company by giving 60 days prior notice in writing.  
  
5. Any special conditions of service mentioned in the letter of employment will be binding on the concerned Staff in addition to those mentioned in this Conditions of Employment and Service Regulations.  
  
I am    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       do hereby confirm my acceptance of all the terms and conditions mentioned above.  
  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
**References:**

Two references must be cleared before the appointment. One from your family member (Elder brother) and another from relatives. National ID copy is mandatory.

***Reference 1***              ***Reference 2***

Full name: Niamot Ullah Dewan Full name:

Relationship: Elder brother Relationship:

National ID number: 611038911631 National ID number:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_