**Appointment Letter**

Dear Imam Hossain,

Son of Hossain Ahmed

Address: House No-6, Road No-8, Block-C, Section-6, Mirpur, Dhaka-1216.

I am pleased to offer you the position of Sr. App Develoer (Flutter) at Software Arena Limited, effective September 1st, 2023.

**1. Job Details:**

\* Position: Sr. App Develoer (Flutter)

\* Starting Date: 1st September 2023

\* Working Days: Saturday to Thursday

\* Working Hours: 9 am to 6 pm

\* Weekly Off: Fridays and other public holidays

\* Current Salary: Tk 20,000

**2. Leave Policy:**

\* Total Annual Leave: 24 days

\* Leave without prior notice will result in a deduction of salary for that day.

\* In case of illness or emergencies, you can take advance leave by sending a Email.

\* Resignation: A notice period of at least 20 days is required. Full-month completion is necessary for salary payment.

**3. Salary Increments:**

\* After three months, your salary will increase by Tk 5,000.

\* After six months, another Tk 5,000 increment.

\* Future salary increments will be performance-based, increasing by Tk 5,000 every six months.

**4. Termination:**

\* The company will provide one month's notice in case of termination.

\* The Company may terminate employment at any time without notice for theft or any other unethical activity.

**5. Payment:**

\* Salary will be paid by the 7th of every month.

**6. Bonus:**

\* Two festival allowances will be paid every year which will be half of the basic salary.

Both parties can arrange to terminate the employment with mutual consent.

We believe that your skills and experience will be a valuable addition to our team. Please acknowledge your acceptance of this appointment by signing and returning a copy of this letter.

Sincerely,

Iqbal Talukdar

Chairman, Software Arena Ltd.

Imam Hossain

Signature:

Date:

Iqbal Talukder

Signature:

Date: