

Appointment Letter

Ahmad H. Zuhayr
Mirpur-11.5
01799-924394

Dear Ahmad H. Zuhayr,

After a thorough and comprehensive assessment, on behalf of Kinative, I am pleased to announce that the company is appointing you to a new position: **Sales Executive** on full time Basis.

You will be assuming the position on 05/10/2020. You will be reporting every weekday to the sales Department and you are expected to meet with our targeted KPI daily during this period of time on.

The salary for the position will be 23,000/= per month. This amount will be paid by check or direct deposit. The salary amount will be revised after the first two months and will be increased 2000/=.

If you choose to accept this appointment, please sign the Agreement Form.

For more information about this position, please contact my office at any time.
I am looking forward to working with you.

Sincerely,
Azmir Shabib
Co-founder
kinative
01921-805176
refun@kinative.com

Terms and Conditions:

1. You will be eligible for 18 days leave pro-rated per calendar year. However, leave will be allowed subject to exigencies of work. You must inform the authorities before taking any leave either the leave will not be taken as granted. In case of sickness you have to inform the authority over the phone and must bring medical certificates for further approval.
2. There will be a achievable sales KPI strictly imposed upon you and you have to meet up with the sales KPI from time to time on a regular basis. All the job responsibilities mentioned on the job description paper should be followed according to the rules.
3. The salary will be provided within the first 10 days of each month. The basic salary is 50% of the total amount and other part is provided based on KPI. For 60% achievement of performance you will be awarded 75% of the whole salary. For 80% you will receive 85% of the whole salary. For 90% of achievement of performance you will receive 100% salary.
4. When an employee works for Kinaitve all intellectual property will belong to kinative. No intellectual property can be used for any further uses. For portfolio uses, someone has to take permission.
5. You are required to maintain the highest order of secrecy with regards to the work or confidential information of the Company and/ or its subsidiaries or Associate Companies and in case of any breach of trust, your appointment may be terminated by the Company without any notice.
6. The company must be informed one months prior to any job switches from the opposite side.
7. This appointment can be terminated by giving one month notice on either side.
8. The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.

*Conditions Apply