



ছবি

বরাবর  
ব্যবস্থাপনা পরিচালক,  
এফ বি ফুটওয়্যার লি.  
উলুসারা, কালিয়াকৈর, গাজীপুর।

বিষয়ঃ চাকুরীর জন্য আবেদন।

জনাব,  
বিনীত নিবেদন এই যে, আমি বিশ্বস্ত সূত্রে জানতে পারলাম আপনার সু-প্রতিষ্ঠিত প্রতিষ্ঠানে পদে কিছু সংখ্যক লোক  
নিয়োগ করা হবে। উক্ত পদে আমি একজন প্রার্থী/ প্রার্থীনি, নিম্নে আমার প্রয়োজনীয় তথ্যাদি আপনার সদয় বিবেচনার জন্য পেশ করিলাম।

<p>নাম : মোঃ রিয়াজুল ইসলাম রিপন</p> <p>পিতার নাম : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>মাতার নাম : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>বর্তমান ঠিকানা : বাড়ি/বাড়িওয়ালার নামঃ</p> <p style="margin-left: 40px;">গ্রাম : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>, <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/></p> <p style="margin-left: 40px;">থানা : খিলক্ষেত</p> <p>স্থায়ী ঠিকানা : গ্রাম : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>, <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="margin-left: 40px;">থানা : বোয়ালখালি</p> <p style="margin-left: 40px;">ফোন/মোবাইল নং : ০১৮৮৮ ৫০০ ০৯৪</p> <p>জন্ম তারিখ/বয়স : ২১/১২/১৯৯৭ ইং</p> <p>রক্তের গ্রুপ : B+</p> <p>ধর্ম : ইসলাম</p> <p>শিক্ষাগত যোগ্যতা : ৫ম/৮ম/এস এস সি/ এইচ এস সি/ অন্যান্য .....</p> <p>অভিজ্ঞতা : আছে / নাই</p> <p>রেফারেন্স : ১ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>	<p>জাতীয়তা : বাংলাদেশী</p> <p>বৈবাহিক অবস্থা : অবিবাহিত</p> <p>সন্তান সংখ্যা : ০</p> <p>বাড়িওয়ালার মোবাইল নংঃ</p> <p style="margin-left: 40px;">পোষ্ট : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="margin-left: 40px;">জেলা : ঢাকা</p> <p style="margin-left: 40px;">পোষ্ট : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>, <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="margin-left: 40px;">জেলা : চট্টগ্রাম</p>
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অতএব, বিনীত নিবেদন এই যে, উপরোক্ত বিষয়াদি বিবেচনা পূর্বক আমাকে উল্লেখিত পদে নিয়োগ প্রদান করতে আপনার একান্ত মর্জি হয়।

এইচ. আর. কর্তৃক পূরণীয়		
লাইন	%	নান
আইডি নং	%	৭০০৬৭৭
পদবী	%	
বেতন	%	২০,০০০.০০
নিয়োগের তারিখ	%	০২/০৯/২০২৩ ইং

নিবেদক/নিবেদিকা	
নাম	ঃ মোঃ রিয়াজুল ইসলাম রিপন
স্বাক্ষর	ঃ

**Date:** 05-Sep-2023

Ref: FB/HO/HR/APP-LETTER/2023-09

**To**

**Md Reajul Islam Ripon**

**C/O : Mohammed Rejaul Karim**

**Vill : New Munshi Bari, Kadhurkhil**

**P/S : Kadurkhil-4368, Boalkhali**

**Dist : Chattogram**

**Subject : Letter of Appointment**

Dear Mr. **Md Reajul Islam Ripon**,

With reference to your application and subsequent interview with us, we would like to inform you that the Management has been pleased to appoint you to the position of “**Asst. Designer**”, **Product Development** department for **FB Footwear Ltd.** on the following terms and conditions.

**1. DATE OF COMMENCEMENT OF EMPLOYMENT**

The appointment will be effective from **Sep 02, 2023**

**2. PROBATION PERIOD**

You will be on probation for a period of **06 Month** from the date of your joining. Your service will be confirmed on successful completion of probation period. During the probation period, in case of unsatisfactory performance, your service may be terminated at any time without assigning any reason. You may also have the same right to resign. Management also has the right to reduce or increase the period of probation.

**3. PLACE OF POSTING**

Your immediate posting will be at **Factory, Gazipur**, but it is to be expressly understood that you may be transferred and posted at any other establishment of the Company or its sisters company in the future and such establishment may be outside the city. You will not be entitled to any other compensation only by virtue of such transfer, unless otherwise considered by the Management.

**4. REMUNERATION**

During the probation period, you will be paid a consolidated amount of **BDT 20000 (Twenty Thousand Taka Only)** per month. In addition to your consolidated salary, you will receive one bonus equal to monthly gross salary. Bonuses will be distributed during the two Eid Festivals of the year.

**5. BUSINESS TRAVEL**

You will be required to travel within Bangladesh and overseas as and when instructed by the Management.

## **6. REIMBURSEMENT OF EXPENSES**

You will be reimbursed for expenses actually incurred in the conduct of our business, supported by detailed receipts and with established budgets (i.e. business travel).

## **7. DUTIES AND RESPONSABILITIES**

During this appointment you will exercise your professional skills and diligence in the performance of your services. You will also faithfully serve the Company, obey and comply with the Work Regulations in force and such instructions and directions as you may receive from us.

Any guilty misconduct or offense, breach of trust or gross negligence in duty will attract severe disciplinary action including dismissal from service without compensation.

You may benefit from technical and managerial trainings in Bangladesh or out of Bangladesh. In case of resignation within 1 year after last training, the Company is entitled to claim for reimbursement of training costs (training costs + travel expenses if paid by company).

## **8. CONFIDENTIALITY**

You must not disclose any trade secret or other information of a confidential nature, in particular specifications, work methods and tools, relating to the Company or any of its associated organizations or their business; or in respect of which the Company owes an obligation of confidence to any third party during or after his employment.

You must not remove any documents, or tangible items which belong to the Company or which contain any confidential information from the Company's premises at any time without proper advance authorization.

You must return to the Company upon request and, in any event upon the termination of your employment, all documents and tangible items which belong to the Company or which contain or refer to any confidential information and which are in your possession or under your control.

**Your remuneration and contract is fully confidential with you and the Company. Don't share this with other employee of the company.**

If you do not respect this confidentiality clause, the Company will be entitled to bring a lawsuit against you.

## **9. DRESS CODE**

Employee must always respect the company culture with casual and formal dress and be willing to modify dress upon request by Company administrator.

#### **10. EXCLUSIVITY OF EMPLOYMENT**

You are required to work exclusively for us, and not to engage in any outside employment/business activities. Furthermore, neither the Company's name nor any of its facilities may be used for any purpose whatsoever other than for our own business requirements.

#### **11. TERMINATION OF CONTRACT**

After completion of probation period and confirmed in writing, service may be terminated by either side giving, in writing, 60-day's prior notice or 60-days' pay in lieu thereof (at the initiative of the Company); 60-day's prior notice and 60-days salary in lieu (at your own initiative.)

Upon the termination of your employment, you will return to the Company all papers and documents or other property which may at that time be in your possession, relating to the business or affairs of the Company or any of its associates and will not retain any copy or extract therefrom.

We wish you a long, mutually rewarding relationship with our Company.

Thanking You,

**Mohammad Hossain  
Group General Manager  
FB Footwear Ltd.**

**C.C. Accounts Department  
Personal File**

I, **Mr. Md Reajul Islam Ripon**, do hereby confirm my acceptance of the terms and conditions set out in the foregoing letter of appointment, which I fully understood.

**Signature:**

**Date:**