



# Employee Offer Letter

Acme AI  
House 385, Road 6, DOHS  
Mirpur, Dhaka 1216

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**8th September 2022**

Shad Md Farabe

2/3 Shahjahan road, Mohammadpur, Dhaka, Bangladesh

Mobile: 01621040347

Email: farabe1992@gmail.com

## **Offer letter for the position of ‘Production Executive’.**

Dear Mr. X,

Further to our interviews and follow-up discussions, the management of Acme AI is pleased to offer you an appointment in the Company as **Production Executive** on the following terms and conditions:

1. Your employment with the Company will commence on 15 September 2022.
2. Duty station is in Acme AI Ltd.’s Dhaka office but you may be asked to work remotely if the situation demands it.
3. You will report directly to the Team Leader/Project Leader also with Floor Manager for the time being subject to supervisory changes in the future.
4. You will be on probation for 6 months from the date of your appointment. On satisfactory completion of the period, you will be confirmed as a permanent employee.
5. Leaving the job without one month’s prior notice can cause a deduction for the salary of One month.
6. After confirmation of your role at the end of probation, you may be confirmed as a full-time project employee subject to the availability of vacancy, your performance and your work ethic.
7. Unsatisfactory progress during probation may result in the extension of the probation period or termination from the service, at the discretion of the Company. During the period of probation, your service may be terminated with 14 days notice without assigning any reasons for termination.

Effective from the date of your joining, the following salary and allowances will be paid to you in arrears:



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SL	Position/Designation	Total	Basic 30% of Gross	H/Rt 30% of Gross	Med 20% of Gross	Tpt 20% of Gross
1	Production Executive	12,000/-	3,600/-	3,600/-	2,400/-	2,400/-

You will be entitled to festival bonuses as per the Acme Technology HR manual and Policies.

If you agree to accept this employment on the terms and conditions noted above, please sign the duplicate of this letter below and return it to us. We would welcome you to the company and sincerely hope that your career with the Company will be prosperous and rewarding.

Best Regards,  
**Shafiqul Islam**  
Managing director, Acme AI Ltd.