**Letter of Appointment**

Date : 17/10/2016

Dear Ms. Anum Nasir,

We are pleased to offer you the position of **“Business Development Executive”** in VR Hiring (Pvt.) Ltd. You will serve **3** months on probation and your salary on probation will be **Rs. 15,000/=** with following benefits

1. Mobile + Sim Card
2. Laptop
3. 5% commission on all closings on your on-boarded clients till you work with us.
4. 2 yearly bonuses
5. Fuel (only when you visit clients)

You are entitled on the following leaves.

1. **10** sick leaves
2. **10** casual leaves
3. **15** earned leaves

Timings of the office are **10 AM** to **6 PM** from **Monday** to **Friday**. Following is the rules and regulations.

1. **10:15 AM** will be considered late.
2. 3 late arrivals is equal to the **1** leave.
3. **2** half days is equal to the **1** leave.
4. Without informing leave is equal to the **2** leaves.
5. Sandwich (take off on Friday/Monday) leave will equal to the **2** leaves or number of long holidays if occur.
6. Minimum 4 hours required for a half day.
7. It is required to complete **8** hours in a day, **40** hours in a week and **160** hours in a month.
8. In any case when you forget to log time-off, Make it correct asap otherwise it will be treated as a half day.
9. In case of short hours, hours will be adjusted from leaves.
10. After leaves adjustment, all hours and leaves will be adjusted from salary.
11. During probation, late arrival and leaves are not allowed, if you do so, it will be adjusted from salary.
12. Facebook/Twitter/Instagram/whatsapp/sms and any other social website is strictly not allowed in office hours
13. Any kind of personal work is strictly not allowed.
14. Violation of any/all rules and regulation may result of immediate termination of the service without any prior notice.
15. During probation, monthly performance meeting will be held which will track your performance and will help in confirmation after 3 months.
16. Confirmation/Extension in probation is sole right of the company depending on the performance.

Hope your journey with VR Hiring (Pvt.) Ltd. will be longer and successful.

With Regards. **Mumtaz ul haque Ansari  
 C.E.O**