

Ref: HR/APP-101

22nd March 2020

Subject: 'Appointment Letter'

Dear Mr. Muhammad Mehroz,

Congratulation!

It gives us great pleasure in offering you to join the team of WAMZ Tech as '**PHP Developer**', now that you have successfully cleared all our recruitment phases, we would like to congratulate you on this commendable achievement. You will be based in Karachi with effect from '**1 April 2020**' on the terms and conditions given below.

Your terms of appointment will be governed by the rules and regulations applicable to the above-mentioned designation as per Human Resources Policy of the company. The Company however reserves the right to change the applicable rules and regulations at its entire discretion, without advance notice in which case your employment shall be governed by such revised rules and regulations.

Gross Monthly Emoluments

1. Your monthly gross salary will be Rs. 40000.
2. You will be entitled to Rs. 7500 Fuel allowance per month.
3. You will be entitled to Rs. 7500 Cell phone allowance per month.

Probationary Period

Your confirmation is subject to satisfactory probationary period of (03) three months. The company reserves the right to extend or reduce the probationary period or periods at its discretion. Unless your employment is confirmed in writing, you shall continue to be employed on probation. If you resign during probation, you will serve one-month notice period. On satisfactory completion of your probation period, your employment with the company may be confirmed in writing, after which you will be entitled to company benefits/ incentives/ bonuses available to permanent staff in your cadre from the date of confirmation. After confirmation of employment, either side on one-month notice or pay in lieu can terminate the employment thereof.

Working Hours

Any employee can be called up to work with or without notice in excess of normal working hours. However, the normal working hours for the company shall be 9 hours a day and five days a week. You can be called up to work in any part of the country where the company has undertaken a job on a temporary or permanent basis.

Change of Address

Any change of address or change of civil status must be notified in writing to the management within (07) seven days of the occurrence.

Punctuality and Attendance

Every employee is required to be punctual and regular in his attendance and will not leave his or her workplace during regular working hours without notification to the reporting manager.

Freelance Work

Freelance work is strictly prohibited in the company premises. During the probation period, you will not be allowed to work on any freelance project from home or office. However, after the probation period, you may be allowed to work on freelance projects from home only with the consent of your reporting authority. In case where you are found guilty of working as a freelancer, your employment contract will be terminated immediately without any further notice. Your dues till that time shall be evaluated and will be provided to you after 90 days of thorough assessment.

Absence on Ground of Ill-Health

If during the service of the company the state of health of the employee does not allow him to continue diligently to serve or the absence on round of ill-health is of the frequency in excess of that which the company may regard as unjustified, the employee may be required to undergo medical examination by a medical practitioner nominated by the company and in the light of that report the company may at its sole discretion determine his or her service suitability without prior notice. In such events, the employee would be entitled to (01) one-month basic salary in lieu of notice in addition to all salary due up to the employment.

Reference

The company reserves the right to solicit information regarding you from any of your previous employers or references at any point in time.

Termination of Services

During the probation period, the management reserves the right to terminate the employment immediately, however, the employee must provide (01) one month's notice period.

Leaves Entitlement

You will be allowed (04) sick leaves and (04) casual leaves in one calendar year only after successful completion of probationary period. Casual leaves have to be in advance writing at least a day before the leave is taken. The leaves cannot be accumulated and will lapse in a year. You can also avail (12) twelve days annual leaves starting from confirmation of your employment. Annual leaves have to be requested 15 days in advance and must be approved by the administration and HR department. The approval of annual leave will depend on work assignment and job responsibilities. During the probation period, there will be no leaves allowed by the company as per company policy.

False Information

If the company determines at any time that your recruitment was made as a result of the submission of false information and/or forged documents, the employment contract will be automatically canceled without prior notice, reward or compensation.

Exclusive Service & Confidentiality Agreement

During the period of your employment with the company you will perform all such duties anywhere in Pakistan as are assigned to you from time to time by the company or its association depending upon the exigencies of business. The company also reserves the right to transfer you to any location within Pakistan. You can be transferred to any department/branches or subsidiary firms which are already established or may be established in future in any part of the country by the sole discretion of management.

Employee Faithfulness and Devotion

You will serve this company exclusively, faithfully, and diligently and give your whole time and attention to its business affairs and observe and perform all lawful directions, whether written or oral, that may be given to you from time to time. Company reputation, whether during or after working hours, at the workplace or elsewhere, you may not act or conduct yourself in such manner which may likely to cause damage to the reputation.

Miscellaneous

You shall not either directly or indirectly be engaged in any other employment and/ or receive any fees or payment from others for services rendered by you, without the written consent of the management.

You shall not receive or accept whether directly or indirectly, except with the written consent of the management, any profit or commission or any undertaking or any contract in relation to any parent company, associate or subsidiary company within the group.

You shall not disclose any information to any person not authorized by the company to receive any material relating to our business or affairs or any of our client/customer (constituent principal or agent of or other person). You shall not at any time without written authority remove anything from our place of business property belonging to the company or any papers, material or information relating to our business.

Further, you shall not have access to any papers, material or information, which do not relate to you in the course of your duties.

All documents, records, equipment, computations, computer data, blue prints, drawing strategy policy and copies or recording thereof and all written or recorded repositories of the information which are made or received by you shall be the property of the company. Any such information or equipment in your possession or control shall be surrendered to the company on demand.

In all respects, your services will be governed by the policies of the company prescribe and modify time to time at its sole discretion. Any modification to your terms and conditions will be notified promptly.

This offer constitutes the terms and conditions of the entire employment between you and company. If you accept the offer, please sign the duplicate of this letter and forward it to us.

Yours Sincerely,

Wajid Majeed

Head of Human Resource

I (**Muhammad Mehroz**) agree to the above terms and conditions of the employment.

Date of Joining: 1 April 2020.

Employee Signature: _____