(Company Pad)

Ref: AFDL/HR /2023/1001 Date: 01 January, 2023.

**Mr.**

S/O:

Address:

PS:

Subject: **Letter of Appointment.**

Dear **Mr. ……..**

we are pleased to offer you engagement in the company. The following terms and conditions will be applicable to you employment/ engagement as Vat Consultant:

1. You will be designated as **Vat Advisor,** Aasceend Property Development Ltd**.** You will report to the Managing Director or Chief Executive Officer of APDL.
2. Your Monthly gross Consultancy fee will be as follows:

Consultancy fee : Tk. 10,000/-

1. **Salary and Allowances:** The salary and allowance will be calculated from the Date of joining, the said salary and allowance will be paid as per company rules and regulations.
2. **Tax Deduction:** Any Applicable Tax amount will be deduction by the Company as per Rules and provides TDS certificate to the employee.
3. **Others Benefits:** Company will be provide Corporate Mobile Sim Card with monthly bill at Tk. 600/= and others benefits as per existing Company rule and policy.
4. **Termination/ Resignation of Service:** The Company reserves the right to cancel your service on unsatisfactory work performance. if you intent to resign or cancel written notice will be required to be submitted. If the company management intends to cancel you for unsatisfactory work performance or without any reasons you will get 30 days notice will be served to you as well.

Should you accept the employment with us on the terms and conditions set out above and in the Management Staff Rules, you are to return the duplicate copy of this latter duly signed.

We hope that your career with the company will be prosperous and rewarding.

Thanking You

Mr………..

Head, HR Department.

I, mr………., confirm that I accept the employment on the terms and conditions offered in this letter and I will join on date……………………..

**Signature & Date:..................................................**

CC: Chairman / MD & CEO/ Office Copy.

**...................................**

**MD & CEO**