

Human Resources Department	
Doc No.	HRD-5 Rev 2.0
Issue Date	12/12/2021

OFFER LETTER

Dear Mohamed,

Softec Technologies has the pleasure to offer you an appointment for the position of **(Associate Software Engineer)** . The starting date is **January 16th, 2022**.

I – Salary

You shall receive a fixed net salary of EGP **10,000** at the end of each month for the period of this appointment.

II – Benefits

Benefits include:

- Social Insurance.
- Private medical and life insurance.

III – Conditions Working Hours

Regular working hours are 9 AM – 5 PM. Friday and Saturday is the official weekly days off.

Annual Leave

The employee is entitled to annual paid leave of 10 working days after the first 6 months and 21 days in the following years. The annual leave has to be taken in compliance with the employer's leave policy.

Probation Period

The employee shall be deemed on probation for three months. During or at the end of such period, the employer is entitled to terminate the contract without prior notification or payment of any compensation.

Contract and Notice

This offer is valid for three business days. Acceptance is required within this period, otherwise the offer will be withdrawn.

After acceptance, the Employment Contract has to be signed within one week. In case this deadline is passed, the offer will be cancelled.

In order for the offer to remain valid, the contract should be signed with Softec International LLC based in Cairo, Egypt within a period of one week from acceptance of the offer.

In addition to the employment contract, the employee will sign a Non-Disclosure Agreement and NonCompete Agreement.

Following are some key contractual points:

- The notice period for contract termination by the employee is 2 months. The employee acknowledges and accepts that this period will not be reduced without the Company's written permission.
- Strict confidentiality terms remain after termination for a period of 5 years
- Employee refrains from participation -directly or indirectly- in any other business / work without the approval from the Company during the employment

Performance Evaluation

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The purpose of performance evaluation is to evaluate the quality of work and provide feedback about individual performance and assessment of eligibility of promotion. There will be a regular evaluation of performance at intervals specified by the employer linking to an annual increase and promotion.

We are looking forward to welcome you as a member of Softec Technologies team.

Acknowledgement and Acceptance:

I have read and understood terms of this appointment and agree to accept them in full

Authorized Signature

Mohamed Elsayed Ahmed

Date 13/12/2021