



# HITECH NETWORKS (PVT) LTD.

Commercial Arcade, Divine Garden near Metro Cash & Carry, Airport Road, Lahore - Pakistan

Ph: Ph: 042-35702065 Fax: 042-35854072

Mr/Ms:

Letter No.

CNIC#:

Letter Date:

Address:

City:

Phone #:

Mobile #:

## APPOINTMENT LETTER

2. You will be on probation for a period of three (3) months and only on satisfactory completion of the probation period, your appointment will be confirmed.
3. During your service you will be governed by all Company Rules and Regulations as may be in forced from time to time.
4. You will be entitled to avail 10 casual and 08 medical leaves in one year.
5. You will be entitled to avail 14 earned leaves after completion one year service.
6. You will be entitled of Health & life insurance facility as per company policy.
7. You will be entitled of provident fund as per company policy.
8. You may be transferred to any associated Company / Unit anywhere in Pakistan or abroad at the sole discretion of the Management in the interest of the Company.
9. Will discharge all such duties responsibilities and authorities assigned to you, efficiently and diligently to the satisfaction of the Management.
10. During your employment or after its termination? you will not disclose any information relating to the Company or customers and will not divulge any of Company's affairs or trade secrets that you may obtain while in the service of the Company, unless compelled to do so by the Court of Law.
11. During the probationary period your services may be terminated without notice. After satisfactory completion of the probationary period and confirmation of service from HR Department following criteria for termination/resignation from either side would be adopted. Termination due to misconduct would not need of following criteria.
12. All permanent employees are required to serve one month advance notice of resign or one month pay deducted.
13. You will be bound to make good any loss or damage to the Company's property caused by your negligence, fraud, carelessness, or act of omission. The termination of your service may not exonerate you from liability to make good this loss or damage.
14. You shall not accept any other employment, whether part time or otherwise with any person engage in any business



# HITECH NETWORKS (PVT) LTD.

Commercial Arcade, Divine Garden near Metro Cash & Carry, Airport Road, Lahore - Pakistan

Ph: Ph: 042-35702065 Fax: 042-35854072

Mr/Ms:

CNIC#:

Address:

City:

Phone #:

Mobile #:

Letter No.

Letter Date:

## APPOINTMENT LETTER

activity directly or indirectly during your period of employment.

15. On joining duty you will submit original or attested copies of education / professional qualification certificates from competent authority and ex service certificate and salary slip.

16. You shall retire from service of the Company upon attaining the age of sixty (60) years.

### **17. Note:**

for **HITECH NETWORKS (PVT) LTD.**

Dated:\_\_\_\_\_

\_\_\_\_\_  
Manager HR

## Acceptance

I, undersigned, am hereby declared that I have carefully read/ heard and understood the above terms and conditions of employment as set out in my letter of appointment of which this is a true copy. I confirm that I fully accept the conditions of this letter of appointment.

Dated:\_\_\_\_\_

cc: Manager Finance