

## **Appointment Letter**

Date: 25, Mar 2017

Dear **Mr/Ms. Mustajab Haider**

We are pleased to appoint you as a **iOS Developer** with effect from **07, Nov 2016**.

Your appointment is subject to the following terms and conditions:

### **SALARY**

You will be entitled to receive a consolidated salary of Rs. 14,000.00/- per month (all inclusive)

### **PROBATION**

Initial three months will be treated as probationary period. After which your service will be confirmed subject to satisfactory performance reported by your line manager. The probationary period may be extended or shortened at the absolute discretion of the Company during probationary period employee requires to give one week notice/salary in lieu before leaving the service.

### **DUTIES AND RESPONSIBILITIES**

you are required to perform the duties and responsibilities related to your position at any division, department or section in the Company. Any other duty assign by top management.

### **WORKING HOURS**

your normal working hours will be 9 hours every day. The Company reserves the right to change your working days and hours.

*(Note that the working hours for shift workers are different.)*

### **ANNUAL LEAVE/HOLIDAYS**

you are entitled to get holidays as per the company policy.

### **RULES, REGULATIONS & CONFIDENTIALITY**

You shall at all times, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests of the Company.

Accordingly, you undertake that:

- i. you will under no circumstances make available your services to any undertaking, or have any interest directly or indirectly in any other undertaking or activity which might interfere with the proper performance of your duties without first obtaining the written permission of the Company;
- ii. you will not at any time during the continuance or after the termination of your services with the Company irrespective of any reason for such termination, make use or disclose to any party either for your own benefit or for the benefit of any party (individual, firm, company, any trade or business), the affairs and confidential information of the Company or any of its related

companies of which you have knowledge or become aware during the course of your service with the Company;

- iii. You will obey and comply with all reasonable orders and instructions given to you by the Company or its authorized agents and observe all standing and other rules and/or regulations now in force or from time to time approved by the Company.

### **TERMINATION**

After confirmation of your employment, notice of termination of employment will be one (1) month's notice in writing or one (1) month's salary in lieu of notice from either party.

Notwithstanding the aforementioned, the Company shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following events:

- i. If you are, in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties;
- ii. If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
- iii. If you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.
- iv. Any deliberate damage to company's property, assets and reputation that include violence, harassment and physical abuse which directly or indirectly impacts the company's assets and reputation.

The company can suspend the employee service at any time if the cause found in the conditions of business loss and fraud. It can be as result to terminate the service on the grounds of subject.

Thank you.

**Mr/Ms. Mustajab Haider**

for and on behalf of

**Bir Al Sabia Technologies Private Limited**

Signature: \_\_\_\_\_

CNIC: .....