



Intelligent Design & Dynamics Ltd/HR

06.12.2016

Mr. Tarek Ahmed

Vill-North-Chagoriya, PO-Dharogerhat,

PS: Chagalnaiya, Dist: Feni

Subject: Appointment Letter

Dear Tarek

With reference to your application and subsequent interview with us, we are pleased to appoint you As **Software Engineer** in our organization on the following terms and conditions.

Date of Joining: On or before 15 December, 2016

Salary: Your remuneration package from the company would be as following

- i. Monthly Gross Salary: Tk. 35,000.00 (Thirty Five Thousand Taka only)
- ii. You will get two festival bonuses. Each festival bonus equivalent to half a Month's gross salary.

Probation/Confirmation: You will be on a probation period for six Months. Your services will be confirmed with company after successful completion of the probation period. Probation period may be extended if the Management deem fit.

During the probation period your services can be terminated with seven days' notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position, increment in your salary.

After the probation period your services can be closed on either side on two months' notice. In case you want to leave/Resign from the company service at least two Month's prior notice should be given. If you fail to comply with the two Months' notice period then you will have to deposit two Months basic salary to the company account before getting release.

Place/Transfer: Your current place of work will be at our **Dhaka**. However during the course of the service, you may be posted/transferred to serve at any of the other Company's office in Bangladesh.

Leave: You will be eligible to the benefits of the Company's leave rules on your confirmation in the Company's service. Absence for a continuous period of ten days without prior approval of the authority (Including overstay on Leave/Training), is a punishable offence. This can even lead to termination of your job.

Job Description: Your job responsibility is to be decided by your Supervisor.

We welcome you to Intelligent Design & Dynamics Ltd. (Dhaka, Bangladesh) family and look forward to a fruitful collaboration.

With best wishes,

Jewel Khan
Director