

# OFFER OF EMPLOYMENT



Date \_\_\_\_\_ 01/09/2022 \_\_\_\_\_

Name \_\_\_\_\_ kashif lateef \_\_\_\_\_

Address\_6<sup>th</sup>Road Rawalpindi  
\_\_\_\_\_

City, Province \_\_\_\_\_ Jhang, Punjab \_\_\_\_\_

Postal Code \_\_\_\_\_ 35200 \_\_\_\_\_

Hi **Mr. Kashif Lateef**,

This contract, dated on the \_\_01\_\_ day of \_\_\_\_\_ **September** \_\_\_\_\_ in the year \_\_\_\_ **2022** \_\_\_\_, is made between **Isloo Tech** and . This document constitutes an employment agreement between these two parties and is governed by the laws of Pakistan.

WHEREAS the Employer desires to retain the services of the Employee, and the Employee desires to render such services, these terms and conditions are set forth.

IN CONSIDERATION of this mutual understanding, the parties agree to the following terms and conditions:

## 1. Employment

The Employee agrees that he or she will faithfully and to the best of their ability carry out the duties and responsibilities communicated to them by the Employer. The Employee shall comply with all company policies, rules, and procedures at all times.

## 2. Position

As a Fulltime **Laravel Intern** it is the duty of the Employee to perform all essential job functions and duties. From time to time, the Employer may also add other duties within the reasonable scope of the Employee's work.

## 3. Compensation/ Salary

As compensation for the services provided, the Employee shall be paid a wage of PKR **10,000** per month and will be subject according to performance review. All payments shall be subject to mandatory employment deductions (State & Federal Taxes/ Income tax).

#### **4. Benefits**

The Employee has the right to participate in any benefits plans offered by the Employer. The employer currently offers Accommodation and meal.

#### **5. Probationary Period**

It is understood that the first three month of employment constitute a probationary period. During this time, the Employee is not eligible for paid time off. During this time, the Employer also exercises the right to terminate employment at any time without advanced notice.

#### **6. Paid Time Off**

Following the probationary period, the Employee shall be eligible for the following paid time off:

- 12 Annual/ Sick/ Personal leaves
- The employer reserves the right to modify any paid time off policies

#### **7. Termination**

It is the intention of both parties to form a long and mutually profitable relationship. However, this relationship may be terminated by either party at any time provided one month's written notice is delivered to the other party.

The Employee agrees to return any Employer property upon termination.

#### **8. Non-Competition and Confidentiality**

As an Employee, you will have access to confidential information that is the property of the Employer. You are not permitted to disclose this information outside of the Company.

During your time of Employment with the Employer, you may not engage in any work for another Employer that is related to or in competition with the Company. You will fully disclose to your Employer any other Employment relationships that you have and you will be permitted to seek other employment provided that (a.) it does not detract from your ability to fulfill your duties, and (b.) you are not assisting another organization in competing with the employer.

It is further acknowledged that upon the termination of your employment, you will not solicit business from any of the Employer's clients.

#### **9. Entirety**

This contract represents the entire agreement and supersedes any previous written agreement. This agreement may be modified at any time, provided the written consent of the Employer.

## 10. Legal Authorization

The Employee agrees that he or she is fully authorized to work in Pakistan, and can provide proof of this with legal documentation. This documentation will be obtained by the Employer for legal records.

## 11. Jurisdiction

This contract shall be governed, interpreted, and construed in accordance with the laws of Pakistan.

In witness and agreement whereof, the Employer has executed this contract with the due process through the authorization of official company agents and with the consent of the Employee, given here in writing.

\_\_\_\_\_kashif lateef\_\_\_\_\_  
**Employee Signature**

01/09/2022  
**Date**

\_\_\_\_\_  
**Hiring Authority**