



## **CROWNPACK**

14627 128 Ave NW M1, Edmonton, AB T5L 3H3, Canada

Geo Code: HCMG+JW Edmonton, Alberta, Canada

☎ +1-800-213-8273

✉ [hr@crownpack.ca](mailto:hr@crownpack.ca)

🌐 [www.crownpack.com](http://www.crownpack.com)

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**Date:** June 22, 2025

**Reference No.:** CAN4590-7792

**To:**

**Name:** MD OSMAN

**Passport No.:** A07583478

**Permanent Address:** SENBAGH, SENBAGH-3860, NOAKHALI

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## **Job Offer – Packaging Assistant**

Dear MD OSMAN,

On behalf of **CROWNPACK**, we are pleased to offer you the position of **Packaging Assistant** on a full-time basis.

Please note that this offer is subject to a formal interview and further consideration based on your performance. Based on your qualifications, education, experience, and the company's requirements, you have been selected as a suitable candidate for this position. Below are the terms and conditions of the employment:

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## **Job Details & Terms**

▪ **Position:** Packaging Assistant

▪ **Work Location:**

14627 128 Ave NW M1, Edmonton, AB T5L 3H3, Canada

▪ **Contract Type:**

Full-time, 2-year term

▪ **Working Hours:**

Monday to Friday, 9:00 AM to 5:00 PM (40 hours per week)

▪ **Salary:**

CA\$ 2,760 per month

Annual: CA\$ 33,120 (Before Tax)

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## **Other Benefits**

1. **Work Permit Assistance:**

We will provide the necessary documents and support for your Canadian work permit processing.

2. **Health Insurance:**

Group health insurance covering basic medical, emergency, and hospital expenses will be provided.

3. **Accommodation Support:**

Either company-provided housing or a housing allowance of up to CA\$ 500/month will be offered.

4. **Transportation:**

A monthly pass or travel allowance for commuting to work will be provided.

5. **Leave Entitlement:**

- 15 days of paid annual leave
- 10 days of paid sick leave
- All statutory Canadian public holidays

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## **Company Policies & Code of Conduct**

1. **Dress Code:**

Employees are expected to maintain a clean and professional appearance during work hours.

2. **Confidentiality:**

All information and data accessed during employment must be kept strictly confidential.

3. **Prohibited Conduct:**

- Consumption of alcohol or drugs during work hours
- Creating disorder or disturbance at the workplace
- Any form of harassment, racism, or gender-based discrimination

4. **Performance Review:**

Employee performance will be reviewed every 6 months. Based on performance, promotions or bonuses may be awarded.

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## Employment Commencement

**Start Date:** September 1, 2025 (or the next business day after arrival in Canada)

**Contract Duration:** 24 months (renewable)

If you wish to accept this job offer, please return a signed copy of this letter within **30 business days**.

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## Final Declaration

This offer has been made in accordance with the internal rules and policies of the company. The company reserves the right to modify any terms and conditions as necessary.

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Sincerely,  
Jasmine Carter



Human Resources Manager

☎ +1-800-213-8273

✉ jasmine.carter@ crownpack.ca

**CROWNPACK**

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## Candidate's Acknowledgment

I, **MD OSMAN**, have read, understood, and accepted the terms and conditions of the above job offer letter.

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

**Date:** \_\_\_\_\_