



Federal Ministry of Labor
Albania

Gjelltores Dibra d14826

8RHF+GQQ, Rruga Xhorxhi Martini, Tiranë, Albania
+355 39 458 4040

Employment Offer Letter

Legalized Information:

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Law in albania



The Employment agrees that she/he will at all times faithfully, industriously, and to best of his/her skills, experience and talents, perform all of the duties require of his position. In carrying out these duties and responsibilities, the employee shall comply with all employer policies, procedures, rules and regulations, both written and oral, as are announced by the Employee that his/her assignment, duties and responsibilities and reporting arrangements may be changed by the Employer in its sole direction without causing termination of this agreement.

(“The Employer”)
MD ANAMUL

*Passport no: **A06866722**
*Nationality: **Bangladeshi.**

It is agreed that the Employer will employ the Employee and the Employee will work for the Employer on the following terms and conditions:

1. Job Title

The Employee’s Position apply for [WAITER]

Monthly Salary: (EURO) **€850**

Contract Duration: **02 (Two) Years**

The Employee may from time to time be require to carry out such other reasonable duties as the Employer may decide, without additional remuneration, should this be necessary to meet the needs of the business.

2. Commencement and continuity of employment

The Employee’s employment with the Employer began on [upon your arrival in

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3. Probationary period

The first (03 Months) of employment will be a probationary period, during which the Employee’s performance will be monitored. The probationary period may be extended by the employer. During the probationary period this employment may be terminated by the either party one week’s notice



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To the order in writing. The Employee may be required to work such further hours as may be to fulfill his/her duties or the needs of the business. Whenever possible, (Responsible manager) will give me Employee reasonable notice of any additional hours.

4. Duties

The employee must devote the whole of his/her time. Attention and abilities his/her hours of work to his/her duties for the employer. The employee may under any circumstance, whether directly or indirectly, undertake any other duties during his/her hours of work under this employment.

5. Wage (See Guidelines 5)

- a. The employee's wage shall be paid in cash on the last working day of every month.
- b. The employee shall be entitled to the consolidation allowance per month.
- c. The employee shall be paid for overtime.
- d. The employer shall review the employee's salary/wage once a year.

6. Hours of work (See Guidelines 6)

6.1 Normal working hours will be from 8.00 am to 5.00 pm on Mondays Fridays and from 10.00 a.m. to 3.30 p.m. on Saturday.

6.2 Overtime will only be worked if agreed upon between the parties from time to time.

6.3 The employee will be paid for overtime at the rate of one and half times his/her total wage as set out in class 5.3.

7. Meal Intervals (See Guidelines 7)

The Employee agrees to a lunch of one hour/30 minutes.

8. Sunday work (See Guidelines 8)

Any work on Sunday will be by agreement between the parties time to time. If the employee works on a Sunday, he/she shall be paid double the wage for each hour worked.

9. Public Holidays (See Guidelines 9)

The employee will be entitled to all official public holidays on full pay. If the employee does not work on public holidays, he/she receives normal payment for that day. If the employee works on a public holiday he/she shall be paid double.

10. Annual Leave (See Guidelines 10)

The employee is entitled to 90 days paid leave after every 12 months of continuous service. Such leave is to be taken at times convenient to the employer may require the employee to take his/her leave at such times as determined with that of the employer.

11. Sick leave (See Guideline 11)

11.1 During every sick leave cycle of 36 months the employee will be entitled to an amount of paid sick leave equal to the number of days the employee would normally work during a period of 6 weeks.



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11.3 The employee is to notify the employer as soon as possible in case of his/her absence from work through illness.

12. Maternity and Benefit (See Guideline 12)

The employee is entitled to the maternity leave pay according to the provision of employment ordinance.

13. Family responsibility leaves (See Guideline 13)

The employee will be entitled to three days' family responsibility leave during each leave cycle.

14. Deductions from remuneration

The employer may not deduct any monies from the employee's wage unless the employee has agreed to this in writing on each occasion.

15. Accommodation

(Tick the applicable boxes)

15.1	The employee will be provided with accommodation for as long as the employee is in the service of the employer, and which shall form of his/her remuneration package.	
15.2	The accommodation may only be occupied by the worker, unless prior arrangement with the employer.	
15.3	Prior permission should be obtained for visitors who wish to stay the night, However where members of the employees direct family are visiting, and such permission will not be necessary.	

16. Clothing

Sets of uniforms will be supplied to the employee by the employer and will remain the property of the employer.

17. Other conditions of employment or benefits.

Medical Insurance, Accommodation, Scholarship for your children both home and abroad.

One Laptop, one officer 10 to 15 days' break leave after every 90 working days. By

signing and dating this letter below, I accept the terms and condition of **Gjelltore Dibra,**

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