

JOINING LETTER

Date: 01 Nov 2021

To,  
Mr. All Rafi Roza  
Nid: 1511270124  
Address: House 466, Road 08, Baridhra DOHS, Dhaka-1212

Subject: Confirmation of Joining

Dear Mr. All Rafi Roza,  
  
We are pleased to confirm your joining with our organization, BOGU Group. as a Computer Cperating Executive, effective from 01 Nov 2021. This letter serves as an official acknowledgment that you have joined our organization and accepted the terms and conditions mentioned in your appointment letter dated 15th Oct 2021.  
  
You will be reporting to the Head of IT Department, and your normal working hours will be Unlimited, No Holiday. Your gross monthly salary will be BDT 35,000 as agreed.  
  
You are expected to uphold the company’s values, maintain confidentiality, and carry out your duties responsibly and with integrity. Any breach of company policies will be taken seriously as per the employee code of conduct.  
  
We welcome you to our team and look forward to a successful association.  
  
Wishing you all the best in your new role.  
  
Sincerely,  
Saiful islam  
  
HR Department  
BOGU Group.  
Phone: +8801711726404  
Email: hrbogugroup@gmail.com