

Date: 21<sup>st</sup> July 2020

## Offer Letter

Dear Najeeb Ur Rehman,

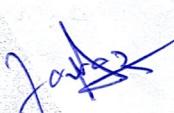
We are pleased to offer you the position of '**Director - Software Business Development**' with the salary of PKR. 200,000 gross per month before tax (basic salary PKR 150,000 including PKR 50,000 house rent and other allowances). Within 2 weeks of your joining, you will be entitled for a 1300 cc Car / PKR 50,000 reimbursement either-or. Your date of joining will be **23<sup>rd</sup> July 2020**.

This position is offered subject to satisfactory reference and pre-employment check, with completion of the three-month probationary period during which your performance will be closely reviewed. After the completion, you will be entitled for Provident fund, Paid leaves (as per the leave policy of the company), Medical Insurance for Accidental and emergency purposes (terms & conditions apply).

Note: You are required to submit the following documents on your joining date:

1. 2 Copies of CNIC
2. 2 Professional Photographs
3. Copy of educational documents
4. Copy of Experience Letter
5. Resignation Acceptance Letter
6. Recent payslips

If terms of this offer are acceptable, please acknowledge this letter. Your acknowledgment will confirm the salary agreed upon and other terms of your appointment specified in this letter.

  
Human Resources Department

  
Signature and date  
21/7/2020