

Offer Letter

Dear Mr. Muhammad Idrees,

Congratulations! Pro Global Technologies congratulates you on successfully passing the recruitment process. We are pleased to inform that you have been selected for the position of Negotiation Officer-Night Shift (**Joining Date: Monday 21st September, 2020**) with a salary of **Rs. 38,000/-** per month.

You will be provided with the pick and drop facility during your training period. Please be informed that you will be provided pick and drop from the nearest point of your destination.

Training will be provided in the Night Shift from 08:00 pm - 05:00. You will get (10) working days of Online Training, which will be paid only if:

- 1- You attend all 10 days (excluding any official off/public holidays)
- 2- Clear the assessment on the very last day. For any reason if you failed the assessment then your journey stops there and you will not be considered for this position.
- 3- Once the training is completed, you have to spend another 2 weeks at least to be eligible for the training salary.

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

Documents Required:

1. 2 Copies of CNIC (Mandatory)
2. 2 Professional Photographs (Mandatory)
3. Copy of educational documents (Mandatory)
4. Copy of Experience Letter (If any)
5. Resignation Acceptance Letter (If any)
6. Recent pay slips (If any)

Please make sure that all the information provided to Pro Global Technologies Pvt. Ltd is accurate and authentic as it will be verified. This position is offered subject to satisfactory references and pre-employment checks. Any unsatisfactory feedback from previous employers or discrepancy found in your records will lead to disqualification from employment.

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

Thank you for your interest in Pro Global Technologies.



21/09/20

Signature & Date