

February 8, 2019

### Appointment Letter

Dear Mr. Noman Saeed,

Congratulations!

We are pleased to inform you that you have been appointed as Call Center Executive with effect from February 8, 2019. Following are the terms and conditions of the employment.

- 1) Gross salary: Rs. 25000/-per month
- 2) Daily /weekly bonuses as decided by the management from time to time
- 3) You have to achieve the benchmark set by the management in given time period as per your remunerations.
- 4) You will remain on probation period for a period of three months, thereafter you will be offered a permanent position subject to your performance evaluation.
- 5) You are required to serve a notice of 15 days before resignation on probation period.
- 6) Your services can be terminated at any time without any prior notice or pay in lieu of severe misconduct and or moral turpitude.
- 7) In case of resignation your dues will be settled after 30 days of resignation.

Apart from the package described above, here are some more key benefits eGeeks will gratefully offer you, in terms of growth, environment, learning opportunities after the probation period of 3 months. These benefits are:

#### **Growth**

- Six monthly appraisals.
- Annual Increment.

#### **Leaves**

- You can avail 15 days paid annual leaves after completion of 1 year.
- 9 casual leaves.
- 8 paid Sick Leaves





### Learning Opportunities

- On Job internal training.
- Group Discussions.
- Growth and development programs.
- Presentations.
- Team Based Research And Training.

### Environment

- Dedicated Workstation.
- Healthy team Based Working Environment.
- Recreational Activities

**Medical Allowance:** You can avail the OPD Medical Allowance worth Rs. 8,000/- annually. The acceptance of application is subject to the approval of Human Resources

Your appointment is subject to the authenticity of the following credentials provided by you or the exemption or relaxation of the same:

1. Academic credentials
2. Experience Credentials
3. Reference Provided
4. Personal Details (CNIC, Passport etc.)

In case any discrepancies are found at any time during your employment in the information provided by you, your employment will be liable to termination.

Regards

A handwritten signature in black ink, appearing to read 'Ammara Malik Mazher'.

Ammara Malik Mazher

Senior Human Resource Executive

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