

# Job/Employment Offer Letter for The Position of IT Executive

Date: September 28, 2019

Reference: ABC/CDB/2019/0906

Mr. Jahangir Alam

Address: House # 12, Road # 1, Sector-12, Uttara Model Town TS0,  
Uttara, Dhaka 1230

Subject: Employment Offer.

Dear Mr. Jahangir Alam,

Greetings from EXAMPLE COMPANY LIMITED!

Following our recent discussions, we are delighted to offer you the position of IT Executive, with our organization. As a member of our organization team, we would ask for your commitment to deliver outstanding quality and results that exceed customer expectations. In return, we are committed to providing you with every opportunity to learn to grow and stretch to the highest level of your ability and potential.

We would like you to commence employment with us on October 1, 2019, along with some terms and conditions. Terms and conditions will be given to you separately. There will be a probationary period of six (3) months. During the probation period, your gross salary will be BDT 25,000 (Twenty five thousand taka only). After the successful completion of your probationary period, you can avail all the benefits of a formal employee that was elaborated to you during the recruitment process.

You will report to Mr. Tom, IT In-charge and your working hours will be from 09:00 AM. to 05:00 PM.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Yours Sincerely,

Tony  
Factory In-charge