

## Employment Letter

Dear Mr. Hassan Baloch,

We're delighted to extend this offer of employment for the position of **Director of Human Resource Management** with Shell Software Enterprises (Private) Ltd. Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be **2021-11-09**, and you would report to your lead project manager – Mohammad Junaid and CEO of the company – Mr. Brandon Ahmad.

Please find attached the terms and conditions of your employment, should you accept this offer letter. We would like to have your response by **2021-11-17**. In the meantime, please feel free to contact **Human Resource Department** via email if you have any questions.

We are all looking forward to having you on our team.

Best regards,  
Human Resource Department  
**Shell Software Enterprises Private Limited**  
[saba.akram@dynatuners.com](mailto:saba.akram@dynatuners.com)  
[www.instructorbrandon.com](http://www.instructorbrandon.com)

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### I. Position

**Job title**

Your title will be **Director of Human Resource Management** and you will report to your lead project manager – Mohammad Junaid and CEO of the company – Mr. Brandon Ahmad.

### **Working schedule**

This is a **Full Time position** and regular weekly schedule will be **Monday to Wednesday 2:00 PM-4:00 PM.**

### **Employment Relationship**

Employment with the Company is for no specific period of time. Your employment with the Company will be “at will,” meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company’s personnel policies and procedures, may change from time to time, the “at will” nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you.)

### **II. Cash Compensation Salary**

The Company will pay you a salary of **Rs. 60000/- per month**, payable in accordance with the Company’s standard payroll schedule and there will be 3 months’ long probation period. Your salary will be revised to Rs. 5000/- based upon your performance upon completion of probation period.

### **III. Bonus (or commission) potential**

In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of the Company after successful completion of your one-year employment in Shell Software Enterprises. The bonus (if any) will be awarded based on objective or subjective criteria established by the Company’s Human Resource Department and approved by the **Company’s CEO.**

### **IV. Employee benefits**

As a regular employee of the Company, you will be eligible to participate in a number of Company sponsored benefits.

The Company offers a comprehensive employee benefits program, including:

#### **Medical Policy**

You will be eligible to avail the medical benefits as per the policy.

#### **Vacation policy**

You will be eligible to avail leaves and vacations as per the company’s policy.

#### **Training and Certification**

Based on your enthusiasm and commitment to work and grow with the company you may stand eligible for certain training and certification.

### **V. Privacy and Confidentiality Privacy Agreement**

You are required to observe and uphold all of the Company’s privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

## VI. Conflict of Interest policy

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

## VII. Non-Disclosure Agreement

Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's Non-Disclosure Agreement.

## VIII. Termination Conditions

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

## IX. Interpretation, Amendment and Enforcement

This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

## X. Return of Company's Property

If your employment with the Company ends for any reason, you must promptly return the Company's property i.e., Laptop and other provided gadgets within the 03 days. Failure to follow the said instructions will result in withholding your payroll and also the deduction of 5% will be made each day from your payroll.

As we Already Discussed and agreed before we start your Training, you will sign Two-year bond with us. we will invest in you equivalent to a cost of **1,200,000 PKR** including **infrastructure, facilities, setup, and instructions.**

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement by **November 12, 2021**. Upon your acceptance of this employment offer, shall enterprises will be pleased to onboard you.

Sincerely,  
Human Resource Department  
**Shell Software Enterprises** Private Limited

Signatures:

Applicant (Sign)

\_\_\_\_\_

Date

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