

# MY TECHNOLOGY PVT LTD

## APPOINTMENT LETTER

**“CONFIDENTIAL”**

Date: 03-10-22

M. Asfand Yar Zahid  
Cell: 0347-0638915

Dear,

We are pleased to offer you the employment as Front-End Developer in My Technology Pvt Ltd, based on the following terms and conditions:

1. **Job Title:** Front-End Developer
2. **Mode of Employment:** Contractual
3. **Joining date:**
4. **Working Hours:** 10:00AM to 07:00PM
5. **Reporting:** You will report to your immediate supervisor on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.
6. **MONTHLY SALARY:** Your monthly Basic pay will be Rs.51, 000.

Other Allowances:

House Rent Allowance	:	30% of the Gross pay
Utilities	:	10% of the Gross pay
Gross Salary	:	85,000
Conveyance	:	If Any

7. **Probation:** Probationary period will be first three (3) months of your appointment to this position. We will review your progress in the position on a regular basis and provide you with a regular feedback. We will be in a position to confirm continued employment upon successful completion of the probationary period.

8. **Benefits** (After probation being a full-time employee): -

- 12 Casual Leaves & 08 Medical Leaves.
- Free Lunch
- Family Health Insurance
- Dinner Allowance
- Competitive Salary
- Great Work-life Balance
- Annual Increment

9. **Salary after Probationary Period: 85,000**

10. **Tax Deduction:** Any tax applied by the FBR Will Be deducted from your gross Salary.

11. **Terms & Conditions of Employment**

The terms and conditions of your job with My Technology Pvt. Limited are outlined below. The Company is reserving the right to alter with due notice these terms and conditions if appropriate. While employed at this Company, you agree to work exclusively for My Technology Pvt. Limited on a full-time basis and agree that you shall not, without our prior written permission, be employed or engaged in any capacity to promote, pursue or carry on any other undertaking which competes and/or interferes with the Company or which may fairly interfere with your duties to the Company.

**Employment:** The Employee agrees that he/she will at all times faithfully, industriously, and to the best of his/her skill, ability, experience and talents, perform all of the duties required of his position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules and regulations, both written and oral, as are announced by My Technology Pvt. Limited from time to time. It is also understood and agreed to by the Employee that his/her assignment, duties and responsibilities and reporting arrangements may be changed by the Company in its sole discretion without causing termination of this agreement.

12. **Reference Check:** The Company shall perform all necessary reference checks on the submitted documents. However, if any of the provided information has been misquoted, the company reserves the right to alter the above package or cancel the Employment as such.

13. **Confidentiality:** During the course of your employment with My Technology Pvt Ltd, you will be entrusted with confidential and proprietary information. You agree that such information will not be released or divulged, whether directly or indirectly, unless authorized by Company policy, required by law, or through the express written consent of My Technology Pvt Ltd given under the hand of the proper officer with authority to give such consent.

I would ask that you review the contents of this offer carefully. If the terms of employment as set out in this agreement are acceptable to you, please sign and date one copy and return a fully signed copy to my attention latest by

\_\_\_\_\_.

Mr. Asfand Yar, I wish to convey my sincere enthusiasm about the possibility of you joining My Technology PVT LTD. I hope that you find the terms of this offer reasonable and attractive.

Please feel free to contact HR if you have any questions.

Sincerely,

**Farah Nasir**  
HR Manager  
My Technology PVT LTD

**Undertaking:**

I agree to accept the conditions of employment indicated above, this \_\_\_\_\_ day of \_\_, 2022- In case you fail to report for duty on the offered date of joining, without prior intimation, your employment shall stand cancelled automatically.

\_\_\_\_\_  
(Employee Name)

\_\_\_\_\_  
(Employee Signature) NOTE:

Please ensure that you forward a copy of the acceptance letter to the HR Department.