

Mr.

Dated : **Monday, January 01,0001**

Dear

**Subject:** Employment Offer

We are pleased to inform you that, upon careful consideration, Syslync Consulting (Pvt) Limited has decided to extend your contractual employment, on the following terms and conditions:

Duration : 02 Months (Extendable)

Title :

Reporting To : Technical Team Lead.

Commencement Date :

Monthly Remuneration : **PKR 15,000/-**

You will follow the instructions of the management with regard to reporting channels and all other matters in connection with your work. Disobedience of management's instruction can result in disciplinary action including termination of service.

All information of the company available with you should strictly be treated as confidential and under no circumstances be revealed to any outside except, if required for normal business dealings.

You will refrain from taking up any job assignments with any of our business competitors/client or those in similar business for a period of your service with us.

During your employment with Syslync, either you or Syslync can terminate this employment by giving **07 days'** notice. However, Syslync consulting reserves the right, if it is in the interest of the business and current assignment, to decide on the option of completing the notice period or adjusting the same with the gross salary in lieu of the notice period.

During notice period you will not be eligible to take any leave, in case you do so your notice period will be extended accordingly.

You acknowledge that this offer letter represents the entire agreement between you and Sysync Consulting (Pvt.) Limited.

If you are in agreement of the above outline, please sign below. This offer will remain in effect for **five business days**.

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Director - Human Resources,