



Job Offer Letter

Dear **Mr. Tayyab Naveed**,

Reference to your application for the captioned position and thereafter, your participation in the selection process, I, on behalf of **Finewebs Pvt. Ltd.**, would like to offer you the role of **Software Engineer with a salary of Rs.90000/- per month** reporting to Chief Executive Officer in our organization subject to the acceptance of the following salient terms & conditions of the employment contract from your side:

1. After joining, you would be subject to spend a period of 2 months on probation. During this probation period, your performance would be evaluated and if found satisfactory then you will be awarded the status of Confirmed Employee along with benefits associated with this status as per the approved Policies and Procedures of the Company.
2. Your employment is contractual by nature and it will be renewable on yearly basis subject to the requirements of this position and your performance.
3. After successful completion of your probation period, you would be entitled to avail following leaves as per the following annual limit on (pro-rata basis):

Leave Description	No. of Days
Casual Leaves	6
Medical Leaves	6
Privileged/Earned/Annual Leaves	14

4. Your place of appointment is at our Office located in Garden Town, Lahore.
5. You will attend office in-person from 11:00am — 8:00pm daily from Monday to Friday.
6. Your performance cycle will be from July to June as per the fiscal year, the performance evaluation will be initiated in the month of June and your Reporting Officer will rate your performance for any package/status upgrade.
7. A prior notice of one month in writing or one month salary in lieu of notice period would be required from either side to terminate this engagement. Company may release you without serving notice period as its own discretion.
8. You will take utmost effort and care not disclosing confidential information relating to company or its associates.
9. In addition to these, all service rules of approval HR Manual of the Company would also be applicable.

Qasim Joyia
CEO
Finewebs Pvt. Ltd.

Accepted by Mr. Tayyab Naveed

 **Phone :**
042-37881997

 **Email :**
hello@finewebs.net

 **Website :**
finewebs.net

 **109-A Garden Block, Garden Town, Near Kalma Chowk, Lahore.**