



Ref: Nirapod/Recruitment/Year/Serial

Date:

APPOINTMENT LETTER

OF

NIRAPOD AGRO CARE has selected you as _____ after written test and viva as well as considering your experience and skills. You will get a gross total of **BDT** _____ salary per month including transportation, mobile bill and others.

It is known that you have verified the documents provided by you, it was found that you are the son of _____ and _____ of _____ village of _____ Union of _____ Upazila under _____ district. Your national identification number and date of birth are _____ and _____ accordingly.

Appointment will be effective from _____

Conditions:

1. This appointment will be regular after 6 months successful probation period.
2. As a regular employee you will be entitled to all the benefits as per the policy of the company.
3. Your job will be the work assigned by your supervisor. You will be the head of all the programs of the organization.
4. You are accountable to _____.
5. Dismissal can be given with one day notice at the time of probation.

(Molla Abdullah Al Mehdi)
Chairman