



**12/01/2018**

Baezid Bustami  
36 Nabadip Basak Lane Laxmibazar  
Dhaka-1100 . M: 01685730751  
Email : [dinantex@gmail.com](mailto:dinantex@gmail.com)

**Subject: Appointment for the post of an Accountant .**

Dear Baezid,

We are pleased to offer you, **the position of an Accountant at Sultan IT Institute** on the following terms and conditions:

1. Commencement of employment your employment will be effective from **01/02/2018**.
2. You will Report everything to **Md.Mamun**.
3. The normal working days are Saturday to Thursday. The normal working hours are from **10AM to 6PM** and if necessary for additional hours depending on your responsibilities.
4. You are entitled to casual leave of **14 days and sick leave of 10 days** in an year, The Company shall notify a list of declared holidays in the beginning of each year. you have to inform us minimum 1 week earlier for any leave.
5. You will perform to the best of your ability all the duties as are inherent in your post and such additional duties such as Facebook marketing, Official Design works, Take care of students and implementation of class module if needed.
6. You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment.
7. Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 month.
8. You have to submit your **original certificates** during your employment period , But the company has right to terminate you according to the situations. You get your certificates back after resigning the job.
9. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, blueprints, notes and Confidential Information's.
10. At no time, will you remove any Confidential Information from the office without permission.
11. Your salary will be **BDT 10000.00/** which must be pay in cash or cheque date **1-10** of the following month. You will get 2 festival bonuses in a year.
12. Without any permission of SULTAN IT INSTITUTE if you make any absence, salary will be deducted. So hope your 100 percent present for the better interest of the institution.

13. Students Payment , Class schedule, routine, exam and other curriculum should be set with the consultation of MANAGING DIRECTOR. You have to dedicate yourself for the development of the institute. We will support and help you also if you need. We wish your good luck and great future. It will be a pleasure to have you as a member of our Institute and an Accountant in our Learning and earning program.

Sincerely,

**Md. Sultan Hossain**  
Managing Director