

## Employment Letter

Date: 30<sup>th</sup> July 2021

Dear,

**Ms. Naaz Parveen Javed**

We are pleased to inform you that you passed your interview and we are hereby offering you employment basis for the position of as a Medical Assistant at Family Polyclinic. The terms and conditions of your employment are as follows.

**1. Employment Contract**

Your contract expected to report to your duties as from date 16<sup>th</sup> July 2021 to 16<sup>th</sup> July 2022.

**2. Reporting**

Your roles and responsibilities are outlined in the job description. Your signature will imply that you fully agree with all the terms and condition laid out in this letter.

**3. Role and Responsibilities**

Your roles and responsibilities are outlined in the job description. Your signature will imply that you fully agree with all the terms and condition laid out in this letter.

**4. Monthly Salary**

You are entitled to monthly amounting rupees (7000) INR which will be subject to all statutory and company deduction with

**5. Working Hours**

Your working hours shall be from 9:00am to 9:00pm on Monday to Saturday.

**6. Termination**

You can be terminated:

By either party given a prior 30 working days written notice failure to which a compensation equivalent to a month's salary will be awarded.

Or,

By the Employer on grounds of indiscipline or under performance.

Or,

By the Employer on account of redundancy/retrenchment as per the law.






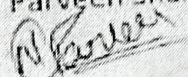
## 7. Resignation

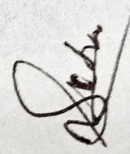
You need to give notice before 60 days (working) before leaving company.

To affirm your acceptance to the terms and condition lay out in this letter kindly sign below

Yours's faithfully,

  
MOHSIN INAMDAR  
(President Of FPC)

Date: - 30<sup>th</sup> July 2021  
Name: Naaz Parveen Shaikh  
Signature: - 

  
**Dr. Shahina Ubed Khan**  
MES Class-I  
Head, Dept. of Arabic Persian  
and Islamic Studies  
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