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EMPLOYMENT OFFER LETTER

**Form Type: A (82)**

To *(Name & Address):* Date:

**السلام عليكم**

This letter may reach you while you are in good health and high spirit to serve the *ummah.*

Congratulations! We’re delighted to extend this offer of employment for the position of *……………….…..……… (Title)* with *……………………………...…………………………. (Institution).* Please review this summary of terms and conditions for your anticipated employment with us. If you accept this offer, we would like you to start work on *………………...…..………... (Start date)*and you would report to *……………………………………….……. (Supervisor/Head position)* of the Institution.

This is a full-time Position requiring approximately 50quality hours per week. While you are employed at this Institution, you will not engage in any other employment (whether full-time or part-time) that would create a conflict of interest with the Institution. You shall devote your full time and attention exclusively for the progress of the Institution and responsibilities assigned to you. By signing this letter of agreement, you confirm that you have no any restriction to perform your duties for the Institution.

You will be on probation for a period of ten months from the date of joining. Upon satisfactory completion of your probation, your service will be confirmed by official notification with the Institution.

As a regular faculty of this Institution, you can collect the salary in accordance with the DH standard payroll schedule. This will be subjected to changes in effect from time to time. In addition you will be eligible to participate in number of teaching training programs and workshops capable to furnish your teaching quality. Employees who have passed their probationary period are entitled to paid vacation, holidays and many other official leaves as per the Leave rules circular of DH. And you may be granted many benefits andincentives on the part of Institution.

We expect employees to adhere to a certain standard of conduct in order to maintain our high standards and create a positive, productive, supportive and motivating environment for all. Moreover, you are encouraged to keep maintaining Islamic moral values in all actions in high spirit.

Employment with the Institution is for no specific period of time. Either you or the Institution may terminate your employment at any time. But, you never terminate the employment yourself at any cost, before the end of each academic year. Upon termination of employment, you will also return all college property, which may be in your possession. If you fail to return, you should clear by remitting the compensation. It would be obligatory on your part to get a proper relieving letter from the Management.

You are requested to sign this letter signifying your acceptance of the same and return it to your Departmental head / Supervisor by*.……...….. (Date).* We are confident you will be able to make a significant contribution to the success of our Institution and look forward to working with you.

Sincerely,

*(Name of authorized person)*

*(Designation)*

*(Institution)*

*I have read the terms and conditions of this letter and confirm my acceptance of the same.*

Name & Sign (employee): Date: