



5th January, 2021

Dear Mr Daniel Istifanus,

OFFER LETTER FOR THE POSITION OF A TRAINEE TECHNICIAN

We are pleased to offer you a job as a Trainee Technician in our Technical Department . This offer will be reviewed following the evaluation of your performance after a 3 months probation period.

Your work base station currently is Abuja.

This job offer comes with a salary of N35,000.

Your salary details is only between you and the company management and should not be disclosed to any company staff.

Other job benefits will be discussed accordingly following your confirmation

Either party can terminate this contract of service by giving the other party two weeks notice in writing. However, the company reserves the right to terminate this appointment forthwith without notice on the occurrence of the following:

If you are guilty of misconduct, insubordination, negligence or repeatedly absent from duties or any other conduct prejudicial to the interest or reputation of the company and if you fail to satisfactorily discharge any of the duties assigned to you.

Also if you disagree with or do not understand or wish to clarify anything in this offer you can come forward with your questions.

We look forward to working with you.

Yours Sincerely,

Engr. Okenwa Cynthia N.

Head Human Resource Manager