

Commercial Contract

EMPLOYMENT OFFER LETTER



*Empowered lives.
Resilient nations.*



Small and Medium Enterprises Development Authority

Ministry of Industries & Production

Government of Pakistan

www.smeda.org.pk

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January 2013

Employment Offer Letter

Pro-Gole (Right to do Business)

Legal Services, B&SDS

LEGAL SERVICES, SMEDA

The Legal Services (LS) department is a part of Business & Sector Development Services Division of the Small Medium Enterprises Development Authority and plays a key role in providing an overall facilitation and support to the small businesses. The LS believes that information dissemination among the small businesses on the existing legal & regulatory environment and business to business and business to client contracting is of paramount importance and plays a pivotal role in their sustainable development.

In order to facilitate small businesses, the LS, under the Pro-GOLE (Right to do business) project, a joint SMEDA-UNDP initiative for supporting the small businesses, has developed user-friendly contract templates.

Pro-GOLE, (Right to do Business)

The UNDP has partnered with the Small and Medium Enterprises Development Authority to initiate and execute the Pillar 4 (Right to do business) component of the UNDP PRO-GOLE project which seeks to enhance the legal awareness and mobility of marginalized/ informal businesses. Under the project legal services outreach shall be extended to small businesses including home based enterprises, small shopkeepers, growers, women entrepreneurs, hawking vendors etc. In addition, small business shall be mobilized to access legal services.

The Need for Commercial Contracts Templates

In an increasingly complex and competitive industry, it is vital that suppliers and purchasers are fully protected against legal and commercial risks. To counter such risks, a viable solution; available as- of the shelf commercial contract templates- will provide the users with first class ready to use support. With obligations properly set out and liabilities accurately defined, the users will be in a far better position to look after their rights and interests and move forward from their marginalized positions to being active players of the economy. The Legal Service Providers can equally take benefit of these templates for their professional and business development.

Disclaimer

The information contained in this template is meant to facilitate the businesses in documenting transactions with reference to employment matters. However, SMEDA, UNDP or any of their employees or representatives accept no responsibility and expressly disclaim any and all liabilities for any and all losses/shortfalls caused by or motivated by recommendations from the information contained within this document. Although SMEDA's ambition is to provide accurate and reliable information; yet, the document is not an alternative to expert legal advice and should ideally be used in conjunction with the same. Any person using this document and or benefiting from the information contained herein shall do so at his/her own risk and costs and be deemed to have accepted this disclaimer.

Information contained in this document may be freely used provided that relevant acknowledgement is accurately quoted with each usage.

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Legal Services, B&SDS

Insert Date]

[insert Recipient's Name]

[insert Recipient's Address Line 1]

[insert Recipient's Address Line 2]

1. EMPLOYMENT OFFER LETTER

Dear [insert Recipient's Name]:

On behalf of [insert Name of Business], I am pleased to offer you the position of [insert Title] in the department of [insert name of department] at our organization. Your monthly salary for this position shall be Rs. _____/- (Rupees _____) (insert amount) and you shall be entitled to payments against over-time, which must be pre-approved by the organization. The salary shall be payable to you on the last day of every month, in arrears. Your expected date of joining is [insert date], and you shall report directly to [insert name of the person, and designation]. Please note that our offer is conditional upon your accepting and returning, within [insert number] days, a duly signed original copy of this offer letter, as well as the Employment Agreement enclosed herewith, along with copies of your identification documents to the following address, by post or in person:

[insert Name]

[insert Designation]

[insert Address Line 1]

[insert Address Line 2]

In accepting our offer of employment, you certify your understanding that your employment will be on an at-will basis, and that neither you, nor any representative of our organization, have entered into a contract regarding the terms or the duration of your employment. As an at-will employee, you will be free to terminate your employment with the organization at any time, with or without cause or advance notice. Likewise, the Company will have the right to reassign you, to change your compensation, or to terminate your employment at any time, with or without cause or advance notice.

Should you accept this offer, your employment will require both satisfactory job performance and compliance with existing and future policy(ies) of the organization. You must also agree not to disclose or discuss any confidential

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information obtained either during or after employment with the organization (unless such disclosure is a normal requirement of your position and has been pre-authorized). Confidential information includes, but is not limited to, intellectual property, proprietary trade information, client record and information, donor files, payroll figures and personal data such as employee home addresses.

We hope that you accept our offer to join [insert name of business], and are confident that you will find your employment with the organization, and your work at [insert name of department] to be a rewarding experience. I look forward to working with you!

Please let me know if you have any questions regarding the employment. I shall be happy to assist you.

Sincerely,

[insert Name]

[insert Designation]

Enclosures:

- (a) At Will Employment Agreement
- (b) [insert Any other departmental agreements]
- (c) [insert Information resources]

Acceptance:

I hereby accept the employment on the conditions set forth in this letter.

Signature of Candidate

Date: _____