

December 1, 2021

LETTER OF OFFER OF PROBATIONARY EMPLOYMENT

Congratulations on the completion of your 8 months Training under the Auto Revamp Training Program.

Kindly be informed that you have been selected to join our work force. Please note that on engagement, an employee shall be on probation for a period time as structured by management, which in this event is the first **two months** during which his/her conducts and performance shall be monitored and assessed. The period may be extended for not more than three months due to unsatisfactory performance but based on management discretion.

During probation, the appointment of an employee may be terminated at the discretion of management with or without prior notice or by employee giving a one month notice in writing.

1. CONFIRMATION OF EMPLOYMENT

On successful completion of the probationary period, a staff shall be confirmed subject to satisfactory references, satisfactory medical report, satisfactory behavior and performance at the discretion of management.

2. TERMINATION

- 2.1 The appointment of the staff can be terminated by the company if the staff exhibit a questionable character, the management shall give such person an immediate notice in writing.
- 2.2 The staff may terminate his/her employment with the company by giving not less than one month notice in writing for Junior Staff, two months for Mid- Level Staff, three months for Senior Level Staff and 2 Weeks for Contract Staff.
- 2.3 The company reserves the right to terminate the staff employment summarily without any notice or termination payment, if it has a reasonable ground to believe the staff is guilty of misconduct or negligence, or has committed any fundamental breach of contract or caused any loss to the company.

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...wouldn't you rather paint with us?

2.1.1 On the termination of the staff employment for whatever reason, the staff shall return to the company all properties, documents and papers both original and copies thereof, including any samples, contracts, records, lists, drawings, blueprints, letters, data and the like, and the confidential information in his/her possession or under his/her control relating to employment or client business affairs.

2.1.2 Delete any information relating to the business of the company on any electronic device, hard disc etc. which is in the possession of the staff.

2.1.3 The staff shall not disclose or use any of the employer's trade secret. The company shall be entitled to seek an injunction or any legal remedy to prevent such disclosure or use.

5. RESUMPTION AND CLOSING TIME

During your probationary period, you will be required to work within the time stated below;

- Monday – Friday: 8am - 5pm
- Saturday: 10am –5pm

6. REMUNERATION

During your probationary period, you will be remunerated monthly. This will be supported by a weekly stipend to support your transportation expense.

AutoEase Group requires that you display a high sense of responsibility and professionalism in your conduct as a member of our team. We also believe that the core values, ethics, Code of Conduct and Company confidentiality policies will be strongly adhered to.

Finally, we want to formally welcome you as a member of the **AutoEase Group**.

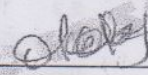
We wish a fruitful and productive time with us!

Yours sincerely,

For: AutoEase



Manager



Director

I, _____, duly acknowledge and have received this Letter of Probationary Employment of which this is a copy.

Name: _____ Signature & Date: _____

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