

December 06, 2020



Ahmadullah Hadem  
Senior IT/IFMS Advisor  
Ghazni, Afghanistan

Subject: Termination Notice

Dear Mr. Ahmadullah Hadem,

As DAI's Strong Hubs for Afghan Hope and Resilience Project (SHAHAR) is approaching its contract end date of March 31, 2021, it has started winding down some of its project activities and operations. In accordance with the Afghan Labor Law 23.1.7 and the terms of your employment agreement relating to the interruption of the level of effort, this letter serves as notice that your term of employment with DAI shall come to an end effective **January 06, 2021**.

Your final salary payment, which will include compensation for until January 06, 2021, will be issued within ten (10) working days of the submission of your final time sheet and will include:

**Salary.** Your salary payment will include applicable allowances and will be paid up through **January 06, 2021**.

**Employee Assistance.** Eligibility to receive Employment Assistance is in accordance with the terms and conditions set forth in your employment agreement and DAI policies and is contingent on you successfully completing the full employment period to **January 06, 2021**. The amount of Employment Assistance paid is in accordance with your length of employment with the DAI SHAHAR Project.

**Annual Leave.** Any remaining unused leave shall be used within the notice period.

Please note that your final salary will only be approved and issued once you have cleared any outstanding finance advances, handed back any assets issued to you and completed the exit clearance form that will be provided to you at the end of your employment.

Therefore, please make sure you clear all your outstanding advances with the Finance Department as soon as possible and that you have possession of all assets that will need to be handed in to the Asset Controller at the end of your employment.

I would like to thank you for your work with SHAHAR and wish you every success in the future.

Sincerely,

Van James  
Chief of Party