



## KDS Textile Mills Limited

251-252 Nasirabad I/A, Chittagong 4211, Bangladesh

Tel : 880 31 681240-4 | 682474-8 Fax: 880 31 682836 | 681398

e-mail : textile@kdsgroup.net

Date: 12.10.2019

**Mostafa Sameer**

House No-8/c, Abdul Malek Sarak,  
South Khulshi. P.O : Pahartali-4202,  
P.S.: Khulshi, Dist.: Chittagong.  
Bangladesh.

**Sub: Appointment as Civil Engineer.**

Dear Mr. Sameer

The Management is pleased to offer you appointment of **Civil Engineer** at **KDS Textile Mills Ltd.**, Chittagong, subject to your satisfactory medical report by a registered medical practitioner of company's choice.

### **Terms and conditions:**

#### **1. Employment:**

This is a permanent position and employment confirmation will be subject to satisfactory completion of your probation. Your job description and reporting relationship will be advised shortly.

#### **2. Probation:**

There will be a probation period of six months and on satisfactory completion of your probation period, your appointment will be confirmed. If your performance is not satisfactory during the probation period your probation may be extended for three months. In case your performance is still unsatisfactory, your employment may be terminated by giving you one calendar month's notice or equivalent basic pay thereof.

#### **3. Compensation:**

You will receive Taka 32,000/- (Taka Thirty Two Thousand only) per month, which will be apportioned as per the rules of the Company.

#### **4. Termination of employment after confirmation:**

Either side at any point of time can foreclose this contract by giving one calendar month's notice or equivalent gross pay.



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### 5. Confidentiality:

During the course of your employment with the organization, you may come across certain data/information, which may be of a confidential nature. You will not divulge individually or through any person/organization any such data/information, save and except, as may be found necessary in the interests of the company and in the normal course of your work.

### 6. Employment Exclusivity:

You will devote your whole time and attention to company's business and affairs, and will not accept any other offer or employment during the tenure of your service with the Company. You will not engage in any other business directly or indirectly without the prior consent of the Company in writing.

### 7. Transferred:

You can be transferred in any unit of KDS existing / future unit as per management instruction

### 8. Other Conditions:

Your appointment will be subject to company's standard condition of service, except in so far as the same may be inconsistent with or varied by terms of this letter or any other amendment thereof.

This appointment letter is being given to you in duplicate. Please return the duplicate of this letter duly signed as a token of your acceptance.

We welcome you to KDS Group.

Thanking you,

Yours faithfully,  
For KDS Textile Mills Limited,

A handwritten signature in black ink, appearing to read 'Harish Kumar Chaturvedi'.

**Harish Kumar Chaturvedi**  
President

The above terms and conditions are acceptable to me.

Signature : .....

Date of joining: .....



BANGLADESH

**Youngone Sports Shoes Industries Limited**  
PLOT # 7-20, SECTOR # 3  
CHITTAGONG EXPORT PROCESSING ZONE  
CHITTAGONG, BANGLADESH.

PHONE : 880-31-740431-6.  
FACSIMILE : 880-31-740081  
email : nezam@youngonectg.com

Date : October 21,2019      Our Ref : YSS /HR/Res - 393630/2019      Your Ref :

To : Mostafa Sameer  
Designation : Senior Officer  
Code : 20393630  
Section : Administration  
Unit : YSS.

**Subject : Acceptance of Resignation.**

Dear Mr. Sameer

With reference to your letter of resignation dated October 14, 2019 the management is pleased to accept the same with effect from October 26,2019 as you have desired subject to surrender of your one month's pay (Notice pay) as per terms & conditions of your employment.

You are therefore, advised to hand over your responsibilities, all relevant papers, documents and others relevant materials lying with you to your superior immediately.

You may draw your dues (if any) from the accounts department on any working day after submission of clearance from concerned department.

By order of,

Youngone Sports Shoes Inds. Ltd.

  
Md. Nezam Uddin

  
DGM – HRM & CSR.

CC : Managing Director -YO,Ctg.  
: Vice President – Shoes Division  
: Sr. Executive Director - Shoes Operation  
: Sr. General. Manager – HRM & CSR  
: Factory Manager – MFG  
: Manager - Administration  
: HR/ Accounts / Administration  
: Personal File /Notice Board  
: Security Section.

Ref : LEA/REF-05/2017

Date : February 20, 2017

## TO WHOM IT MAY CONCERN

This is to certify that Mr. **Mostafa Sameer** son of Mr. Mohammad Amir-Uz Zaman, permanent resident of Road No : 02, House : 8/C, Khulshi, Chittagong, worked as an **Assistant Engineer (Civil)** from 1<sup>st</sup> February, 2016 to 31<sup>st</sup> January, 2017.

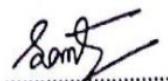
During his tenure, I find him an efficient and skillful Engineer. As a Design Engineer, he was involved to execute in various types of works relating to designing of buildings on AUTOCAD and ETABS. His key responsibilities were completing DEA (Detail Engineering Assessment) reports of various RMG sectors in compliance with ACCORD and ALLIANCE for Bangladesh Worker Safety, site survey and monitoring structural safety issues, making plans for implementation, co-ordinate with site engineers and potential clients.

I have found him to be an attentive and inquisitive responsibility. I have also found him to be an intelligent and hard working person with high analytical mind and knowledge in various sectors. He is sincere and committed to his job. As per knowledge, he is an honest and active person.

I have no hesitation in recommending him for any kind of job, travel or study purpose in the country or abroad.

I wish him every success and prosper in life.

Best Regards,



**Engr. Sanjib Chakraborty**  
**CTO and Managing Partner,**  
**Luminars Engineer's Association.**  
Chittagong, Bangladesh.  
**Email:** sanjib870101@gmail.com, sanjib@luminarsbd.com  
**Contact:** +8801911464136, +8801708138741.