



19 Olowu Street, Ikeja, Lagos.

Your Full Name

Address

Dear

LETTER OF EMPLOYMENT

We hereby engage your service as **Graphics Designer** with CHB LUXURY EMPIRE. Your employment shall be subject to the terms and conditions set out in your letter of employment as follows:

This working relationship is for a minimum of 2 years subject to renewal, this role will be fully confirmed after the **initial 2 months of probation**

1. During the period of this contract, you will be working as A Graphics Designer with full working Job description well-outlined to you.
2. You will be working with and reporting to the **Manager, Human Resource and CEO** on a daily basis and rely on them for directions and instructions.

3. **Effective date**

This offer is effective from 18th of March, 2023

Documentation

To capture your information on our database, within 72 hours, kindly make the following documents available to the HR

- Character Reference Details (Name, Contact Address and Phone Number)
- Guarantors Form (2 Solid Guarantors with their ID card).
- Previous Employer details (Name and Contact Person Information)
- Proof of Identity (National ID Card, Voters Card, Intl Passport etc)
- A Bank Account where your payments will be sent
- Signed page of this offer letter.

Reward and Compensation

Your compensations are as follows,

- (a) N45, 000 Probation salary for the 2 month of probation. At the end of your probation, you will be appraised and a confirmation letter for your employment will be sent.
- (b) An increase is possible within your few months after confirmation, this, however, is after a meeting with the management. Do note that salary increase is based on merit.
- (c) 10% of your salary will be deducted. This is your money and will be given at the

end of your probation month.

Note: Payment of salary expires after 37days.

Probation Period

You shall be on probation for the first two (2) months of your employment. During this probationary period, your performance will be assessed. If your performance meets the required standards, your appointment will be fully confirmed. Should either you or the company not be satisfied with your performance, ability, suitability and compatibility, either party shall be entitled to terminate your employment giving the other party one-month notice.

Hours of Work

Your working hours will be resumption by 8am and Closing Time by 7pm (Mondays – Fridays) and Saturdays resumption by 8am – closing 6pm.

Termination

Your employment may be terminated summarily by the company without compensation or payment in lieu of notice;

- a) If you commit a breach of your contract of employment;
- b) In any such circumstance justifying such termination in law; insubordination, physical violence etc.
- c) Non-performance of duties;
- d) Give a 1 month notice in case of leaving the company.
- e) If within the probation period, you decide to leave OR your employment is terminated within the probation period due to your incompetency, lack of adhering to company/work instructions or truancy. Then the company **WILL NOT** be at any liberty to pay you a dime in such case(s). The company will provide you with tools, robust training and office ambience to carry out your assigned tasks, therefore, you are employed to effectively carry them out because as a company, we don't owe anyone of salary or wages whatsoever.

Policies

This is as stated in the employee handbook in the organization. We advise you be guided by the laws that govern this organization.

Confidentiality

By virtue of your association with the company and in the course of your employment with the company, you will become acquainted with, possessed of and given access to the company's trade secrets and confidential information. Such trade secrets and confidential information are of extreme strategic importance to the company.

Hence, we confirm that you are aware of this contract prior to you signing this agreement and you were made aware that:

- a) It is an essential term of your employment with the company that you undertake to abide by the confidentially undertakings as set out in this contract of employment;
- b) The undertakings set out are material conditions of your employment with the company; and that you have agreed to give the company the undertakings as set

out in on this basis.

- c) Please note that in case of termination of appointment, you are to delete any customers, company, employees, or stakeholders information in any of your personal devices.

We look forward to a mutually beneficial working relationship.

Yours sincerely,
HR Department.

ACKNOWLEDGEMENT

I acknowledge that I have read, understood and do hereby accept the terms of employment outlined above.

Name: _____

Signature: _____

Date: _____

CHB LUXURY EMPIRE

Address: 19, Olowu Street, Ikeja, Lagos.

Passport

GUARANTOR'S FORM

Passport

EMPLOYEE'S DETAILS

First Name: _____ Last Name: _____

Address: _____

Job/Role: _____ Phone Number: _____

Signature: _____ Date: _____

GUARANTOR'S DETAILS

First Name: _____ Last Name: _____

Employment Status: _____

Address: _____

Phone Number: _____ City: _____

Relationship with employee: _____

I _____ hereby confirm that I stand as a guarantor in respect of (his/her) _____ appointment as a Job/Role _____ Of CHB LUXURY EMPIRE. I shall be responsible for all losses due to his/her negligence in the performance of his or her duties or through and any form of shortage or money due to theft or embezzlement through his or her actions, which becomes a loss to the client or CHB LUXURY EMPIRE.

Date: _____ Signature: _____

CHB LUXURY EMPIRE

EMPLOYMENT FORM

Name: _____
(Surname) (First name) (Middle name)

DOB: (DD/MM/YY) _____

Status: Single ☐ Married ☐ Divorced ☐ Cohabiting ☐

Sex (Male / Female). Phone number: _____

LGA: _____ STATE: _____

NATIONALITY: _____

HOME ADDRESS: _____

Religion (Muslim / Christian). Denomination: _____

Do you stay alone: (Yes/ no), (If no, why do stay with?)

Referee's Phone No: _____ Email: _____

EDUCATIONAL BACKGROUND:

(i) BSC: _____

(ii) SSCE: _____

(iii) FSLC: _____

Other areas of expertise/ skill: _____

Any Health Complication (Yes/No) if yes state it: _____

Strength: _____

Weakness: _____

Former Job Experience: _____

Previous Employment: _____

Previous Salary: _____ Expected Salary: _____

Which other position can you fill in, if need arise: _____

Can you speak and write fluently: _____



19, Olowu Street, Ikeja, Lagos.

ATTESTATION

I, _____ residing at

_____ hereby agree to act as a guarantor for

_____ on his employment with **CHB Luxury Empire** as _____ in relation to his accommodation and responsibilities while he performs his responsibilities with the company. I fully understand and accept the following terms and conditions:

- 1. Accommodation Agreement:** I confirm that _____ will be staying in the provided accommodation during the duration of his employment. I understand that it is my responsibility to ensure he complies with the terms and conditions of the accommodation and of the company during his stay.
- 2. Responsibility for Damages:** I acknowledge that both the staff _____ and I, as the guarantor are responsible for any damage incurred during the course of his employment with the company. This includes damages resulting from accidents, negligence, or any other cause.
- 3. Financial Responsibility:** In the event of any loss, I agree to be financially liable for the repair or replacement costs. I understand that these costs will be borne by me, the guarantor, and that I will reimburse the necessary expenses incurred by the employer for repairs or replacements.

I hereby affirm that all the information provided in this attestation form is true and accurate to the best of my knowledge. I understand the obligations and responsibilities outlined herein, and I willingly agree to abide by them.

Note: Please attach a copy of your I.D card and BVN or NIN print out to this form.

Guarantor's name: _____

Signature: _____ **Date:** _____