



Job Offer Letter

I. Position

Job Title

Your job title will be Senior Business Developer, and you will report to Single Solution's Operations Manager Mr. Sheharyar Anwar.

Work Schedule

This is a full-time position requiring approximately [e.g. 48] hours per week. Your regular weekly schedule will be Monday to Saturday 2pm – 10pm. For remote work options and flexible hours, see the Benefits section.

Employment Relationship

Employment with Single Solution is for 1 year specific period of time starting from July 2023 with a 3 month probation period. Your employment with Single Solution will be "at will," meaning that either you or Single Solution may terminate your employment at any time and for any reason, as long as it is in accordance with the Section VI (Termination conditions). Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and Single Solution on this term. Although your job duties, title, compensation and benefits, as well as Single Solution's personnel policies and procedures may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of Single Solution (Mr. Sheharyar Anwar).

II. Cash Compensation

Salary

Single Solution will pay you a starting salary at the rate of 840,000 PKR per year and a 3% commission on all sales, payable in accordance with Single Solution's standard payroll schedule, beginning July 2023 and you will receive your first pay by the 1st of September 2023. This salary will be subject to adjustment pursuant to Single Solution's employee compensation policies and performance-based raises in effect at the time.



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Tax Withholding

All forms of compensation referred to in this letter agreement are subject to reduction to reflect applicable withholding and payroll taxes and other deductions if and as communicated to you.

Tax Advice

You are encouraged to obtain your own tax advice regarding your compensation from Single Solution. You agree that Single Solution does not have a duty to design its compensation policies in a manner that minimizes your tax liabilities and you will not make any claim against Single Solution or its Board of Directors related to tax liabilities arising from your compensation.

III. Bonus potential

In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of Single Solution. The bonus (if any) will be awarded based on objective or subjective criteria established by Single Solution's policy makers and approved by Single Solution's Board of Directors. Your target bonus can be equal to 10% - 100% of your annual base salary. Any bonus for the fiscal year in which your employment begins will be prorated, based on the number of days you are employed by Single Solution during that fiscal year. Any bonus for a fiscal year will be paid within 1-2 month[s] after the close of that fiscal year, but only if you are still employed by Single Solution at the time of payment. The determinations of Single Solution's Board of Directors with respect to your bonus will be final and binding.

IV. Employee Benefits

As a regular employee of Single Solution, you will be eligible to participate in a number of Single Solution's sponsored benefits that have been agreed by you and your reporting manager.

Flexible Hours

You will be eligible for 2 work-from-home days per month. You can also occasionally adjust your daily working schedule upon manager's approval, should you have any personal commitments.



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Vacation Policy

You will be eligible for 10 days of paid vacation leave per year. Paid leaves have to be communicated to your reporting manager at least a week before your claim.

Health and Dental Insurance

As all Single Solution's employees, you will be eligible for the health and dental insurance plan that have been agreed by you and your reporting manager. Specific terms and conditions may change upon Single Solution's decision.

Remote Work

You will be eligible for 24 days of remote work per year, upon manager's approval.

Training

As part of our professional development initiative for all employees, you will be eligible for an annual training budget. You can use this for educational materials, including books, subscriptions to online courses, tickets to conferences and workshops or other resources, upon managerial approval.

V. Privacy and Confidentiality Agreement

Privacy Agreement

You are required to observe and uphold all of Single Solution's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation. You are expected not to share any documents, data, project plans, details or assets provided / communicated to you by Single Solution to any outsider entity.

You are also advised not to share any personal details such as family dynamics, salary or your personal relationship with the reporting manager or with your fellow employees.



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Conflict of Interest Policy

While you are employed at Single Solution, you will not engage in any other employment, consulting or other business activities (whether full-time or part-time) that would create a conflict of interest with Single Solution (e.g., freelance or coding work for other companies) By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for Single Solution.

VI. Termination Conditions

Single Solution reserves the right to terminate employment of any employee for just cause at any time without notice or without payment in lieu of notice. Single Solution will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

In case of employment termination each party is expected to warn the other 1-2 month[s] prior to the execution of the desired act. In case Single Solution fails to do so it will hereby be liable to award the employee 1 extra salary in damages. In case the employee fails to provide a notice according to the terms of this contract they shall be liable to pay 1 month salary to Single Solution.

VII. Interpretation, Amendment and Enforcement

This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and Single Solution and constitute the complete agreement between you and Single Solution regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of Single Solution.

In case of any violation of the terms mentioned in this letter, Single Solution reserves the right to take any action against the employee which may include legal proceedings.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement by 20th July 2023. Upon your acceptance of this employment offer, Single Solution will provide you with the necessary paperwork and further instructions.

Sincerely,
Sheharyar Anwar.



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Signatures:

Single Solution Representative (Name)

Single Solution Representative (Signature)

Date

Employee (Name)

Employee (Signature)

Date