



COASTAL POLYTECHNIC, LAGOS

Coastal polytechnic
CIS Complex, near Magbon,
Badagry Expressway,
Lagos.
Coastalpolyinfo@edu.com
14TH JUNE 2022

Miss. Okereke Mary
Department of Computer Engineering

Dear Miss. Okereke,

EMPLOYMENT OFFER LETTER

Further to previous interviews and discussions held with you, Coastal Polytechnic is pleased to offer you full employment in our organization as a clerk in the department of Computer Engineering effective from JUNE 14TH 2022 on the following terms and conditions.

1. MONTHLY SALARY

You shall receive a fixed monthly gross salary of ₦30,000 exclusive of taxes and other statutory deductions.

2. CORE RESPONSIBILITIES

Your duties a clerk include but are not limited to:

- Carrying out directives/instructions given by a Senior Admin Officer or Senior Admin Secretary
- Organize files and folders neatly and orderly
- Treat the organization's files and information confidential
- Send and receive emails
- Carryout social media publications as directed by the management

3. PROBATIONARY PERIOD

The first one year of your employment will be regarded as probationary period. On completion of the probationary period, the organization will appraise the relationship and your appointment will be confirmed only if the organization is satisfied with your performance.

4. LEAVE PERIOD

- You shall be entitled to 2 weeks annual leave with full pay.
- Sick leave shall not exceed 3 working days in one calendar year during which you shall be entitled to your full salary.
- You shall be entitled to 3 months maternity leave with full pay
- You shall notify The Management (The Human Resources Department) at a reasonable time of your intention to take any of the aforementioned leave as soon as practicable

5. WORKING HOURS

You would be required to work from 9:00am to 5:00pm on Mondays through Fridays, with an occasional requirement to be present on Saturdays and Sundays (Except Departments on essential duties like Security, Porter)

6. NON-COMPETE

You acknowledge that your employment with the Company requires your full attention and effort during normal business hours and you will give your best effort, skill and inventive ability to the business interests of the Company. During the term of your employment with the Company, you shall not directly or indirectly participate in the management, operation, financing or control of, or be employed by or consult for or otherwise render services to, any individual or entity that competes with the Company in the restricted area in the conduct of the business of the Company as conducted or as proposed to be conducted nor will you engage in any other activities that conflicts with your obligations to the Company

7. TERMINATION OF EMPLOYMENT

Should you desire to leave the service of the Company at any time, you will be required to give the Institute one month's notice or alternatively one month's salary in lieu of notice as would be the case where the Company terminates your service.

8. GUARANTORS FORM

You are mandated to complete attached Guarantors Forms for ease of reference before you resume duty.

9. ACCEPTANCE OFFER

To accept this offer of employment, kindly sign and date this letter and return same to us within forty-eight (48) hours after receiving this offer.

Coastal Polytechnic generally expects a high standard of competence, responsibility and performance from you and hopes that you will live up to the expectations. On resumption you are to report to the Admin Department for further instructions.

We take this opportunity to formally welcome you on board and hope that our association with you will be a long and happy one.

Yours Faithfully,

REGISTRAR
CC: HUMAN RESOURCE MANAGER
CC: RECTOR

COASTAL POLYTECHNIC
RECTOR
[Signature]
DATE: 14 June 2022

ACCEPTANCE OF OFFER

IOKEREERE MARU

Hereby accepts this offer of employment on the terms and conditions aforementioned.

SIGNATURE: *[Signature]*
DATE: 14/06/22