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21 Bourdillon Street, Ikoyi,  
Lagos



**Mr. Yakubu Lawal**  
**No 24 Matasa Road**  
**Badarawa**  
**Kaduna**

Dear Mr. Yakubu Lawal,

### **OFFER OF EMPLOYMENT**

We are pleased to offer you a temporary employment as a Driver in Wealthbridge Asset Management Limited, Abuja Office as a Driver from November 22 2023 on the following terms and conditions:

### **REMUNERATION:**

N75,000.00 (Seventy-Five Thousand naira only) per month

### **HOURS OF WORK:**

The company's normal hours of work are as follows:

Monday-Friday      08.00am-05.00pm

However, you will be required to be available sometimes after 5pm or work out of town.

### **PRIVATE WORK:**

While in the company's employment, you are not to engage in any business in competition with the Company and you may not without the Company's consent disclose to any third-party information coming into your possession in the course of your employment.

### **TERMINATION:**

Either party can terminate this appointment at any time by giving to the other one-month notice in writing.

### **EMPLOYEE HANDBOOK:**

This serves as a guideline for all employees. This document is very important and holds all the policies that guide employee behaviour. A copy of it will be given to you upon resumption. You are to acknowledge receipt and return to the HR Office.

### **DRESSING:**

Black or Blue trouser with white official shirt and black shoe.

### **ACCEPTANCE:**

If the above terms and conditions are acceptable by you, kindly sign the enclosed copy of this letter and return within one week of the date of this offer.

Yours Faithfully,

**For: Wealthbridge Asset Management Limited**

*Oluwarinumi Olawale*

Oluwarinumi Olawale

**Human Resources & Administration**

### **ACCEPTANCE OF OFFER**

Accepted by me

Name.....

Signature & Date.....

Date to assume duty.....

