



Date: 25 October, 2025

Ref: UB-0000

To

**Employee Name**

Designation

HQ

**Subject: Letter of Appointment as DesignationHQ**

Dear Employee Name,

We are pleased to inform you that you have been appointed as Designation at Daily Unnonoye Bangladesh for HQ. This appointment will be effective from 25 October, 2025 and will continue for a period of 4 months, expired on 01 March, 2026.

**The terms and conditions of your employment are as follows:**

**1. Role and Responsibilities:**

- Perform duties as outlined in your job description.
- Contribute to the success of Daily Unnonoye Bangladesh.
- Maintain professional standards in all work activities.

**2. Place of Work:**

- You will primarily operate from HQ.

**3. Duration:**

- This appointment is valid for a tenure of 4 months, starting on 25 October, 2025 and expired on 01 March, 2026.

**4. End of Term:**

- Upon conclusion of this tenure, renewal of this appointment will require mutual agreement between both parties.

**5. Code of Conduct:**

- Follow all organizational policies and maintain professional conduct at all times.

**6. Reporting Authority:**

- You will report to the designated supervisor.

We welcome you to Daily Unnonoye Bangladesh and look forward to a long and mutually beneficial association.

Sincerely,

I accept terms and conditions mentioned above.

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**Md Faysal Alam**

Editor and Publisher

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