



**BACKGROUND CHECK INTERNATIONAL**  
*Nigeria's First Background Check Company*

**Monday, 2<sup>nd</sup> December, 2019.**

**Miss. Oreoluwa Bankole**

No 21, Basala Estate, Asero, Abeokuta,  
Ogun State, Nigeria.

Dear Miss. Oreoluwa,

### **INTERNSHIP OFFER LETTER**

On behalf of Background Check International, I am pleased to extend this offer of temporary employment as an intern, reporting to the Head of Operations. If you accept this offer, you will begin your internship on **16<sup>th</sup> December, 2019 and it will end on 3<sup>rd</sup> November, 2020** with a monthly payment of **Thirty thousand naira only (N30, 000).**

#### **Hours of Work:**

Your hours of work shall be from 8:00 am till 5:00 pm, Mondays to Fridays. While the Break time is between 12:00 noon and 1:00pm. However, you may be required to work later hours on weekdays and report for work during weekends or public holidays when the situation so demands. A detailed job description will be handed over to you on resumption.

#### **Divulging Official Secrets/Confidentiality Agreement:**


You shall not, without the company's consent either during the period of your contract or thereafter, communicate to any person any information relating in any way to the company's business which you would not have had if you had not been employed by BCI. All such facts and information shall be treated as confidential and should not be disclosed to any unauthorized persons. A formal agreement may be required in this respect.


#### **Termination of Employment:**

During your temporary employment, either party may terminate the employment relationship by giving **two (2) weeks' notice** or pay half month salary in lieu of notice.

We heartily congratulate and welcome you to BCI. We trust that you will find here a stimulation that will offer you a challenging and rewarding career. We are also looking forward to your contribution to building a company of which we shall all be proud of. Should you have any questions on any of the above, please do not hesitate to contact me.

Yours Faithfully,

  
**Emmanuel Adedola**  
**Head, Human Resources**

*Offer accepted by me*  
 *2/12/2019*

**BACKGROUND CHECK INTERNATIONAL**

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