



BACKGROUND CHECK INTERNATIONAL
Nigeria's First Background Check Company

Monday, 16th November 2020

Miss. Deborah Collins

5, Powerline road, Oke-Ira,
Ogba,
Lagos State, Nigeria.

Dear Miss. Deborah,

OFFER LETTER AS AN EXECUTIVE ASSISTANT

We are delighted to extend this offer of employment to you for the grade level position of an **Executive Assistant** in our company effective from **1st November, 2020** with a monthly net pay of **81,036.08 (Eighty-one thousand, thirty-six naira, and eight kobo only)**.

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.

Training:

BCI places a high premium on the training of its personnel. Staff may also inform BCI of relevant training programs which are scheduled outside of BCI's training programs.

Right to Conduct Background Checks:

BCI reserves the right to conduct full background check on you either before or after your appointment. Any negative findings on you shall lead to your dismissal from the company.

Referees:

You are required to provide two (2) referees (NOT RELATIONS) who knows you very well and will be able to provide us information as to your character and your suitability to work in our company.

Employment Form:

You are required to fill our employment form upon resumption to the office and also provide us your educational credentials and any other documents required with two (2) recent passport photograph.

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1, Adekunle Owobiyi Close, off Oladele Kadiri Close, Ogba - Ikeja, Lagos
P. O. Box 13147, Ikeja, Lagos | **Tel:** 234-1-3426267, 234-1-3426268

Medical Examination:

BCI reserves the right to conduct a Medical examination on you to determine your fitness for the job and to ensure that you are free from any contagious diseases.

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.

Right of Search:

BCI reserves the right to subject you to summary searches when entering or leaving the premises.

Termination of Employment:

During probation, either party may terminate the employment relationship by giving **two (2) weeks' notice** or pay half month salary in lieu of notice. After Confirmation, either party may terminate the employment relationship by giving **one (1) month notice** or pay a full month salary in lieu of notice. An employee may be dismissed without notice or basic pay in lieu, for gross misconduct. Please be informed that if any of the information given to the company by you is found to be false or misleading, this may lead to summary dismissal or termination of employment.

Kindly signify your acceptance or otherwise of this offer of appointment within **one (1) week** of receipt.

While awaiting your response, we heartily congratulate and welcome you to BCI in advance. 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 the Human Resources Department.

Yours faithfully,



Emmanuel Adedola

Human Resources Manager

*Original copy received by
Deborah Collins
Chibins 11/12/2020*