



The Xpert Services

Letter Agreement

Name:

Station:

NIC Number

Guarantor

1. Under the below mentioned clauses we are pleased to offer you a position in our company as _____. The position is valid as per the below mentioned points agreed.
2. Your internship will be valid for a period of six months starting
From _____ and ending on: _____
3. Depending upon successful completion of the internship training both indoor and outdoor we will offer you a position in our company.
4. After successful completion of the initial training / internship you
Will be spend time at least 1 year after this you will be free to leave the company.
5. After internship you will be further entitled to a monthly stipend of Rs. _____ provided you do not miss any work day of your schedule.
6. You will be allowed a period of 6 off workdays during the entire training period as leave without stipend. Any more loss of work days will make you liable for termination of internship.
7. You must have a motor bike.
8. If you agree to the above conditions of training and internship please sign this letter and attach the guarantors for duly filled by the person giving guarantee for dedicated and honest services.



The Xpert Services

Guarantor Form

Name of Guarantor:

CNIC Number :

1. I _____ resident of: _____ give full and
Final guarantee for my son/relative _____ as
per the under mentioned clauses:
2. That he will honestly and dedicatedly work in the company titled the
The Xpert Services and complete his training and internship.
3. I will be fully responsible for any loss that he may give to the
company or any other company that he is assigned during his training.
4. In case of any loss I will fulfill my responsibility by paying all losses
incurred by _____

Signed: _____ Witness: _____



The Xpert Services

Internship Form

Name: _____

Fathers Name: _____

CNIC : _____

*Guarantor: _____

Address: _____

Educational Qualifications (Please include computer related qualifications as well)

1. _____

2. _____

3. _____

Work Experience:

1. _____

2. _____

3. _____

References:

1. _____ CNIC _____

2. _____ CNIC _____

3. _____ CNIC _____

Signature: _____

**Important Notes: *Name of Person who will sign the Guarantor Form
Personal Conveyance necessary**



Attach Documents:

1. Passport size Picture
2. CNIC Copy
3. Guarantor CNIC Copy
4. Home utility Bills Copy
5. Certificates
6. CV