



C & M Exchange Limited

December 7, 2010

Baba Yakubu
Charly Boy Bus stop
Gwarimpa Abuja

42, Burma Road Apapa, Lagos
Tel: 01- 2716677, 2716678,
2716679
Email: www.cm-exchange.com

Dear Mr./Mrs./Miss Baba,

OFFER OF EMPLOYMENT

We refer to your application for employment to this company and are pleased to offer you a position as a **Driver** effective October 15, 2010 in C & M Exchange Limited.

Your primary responsibility and professional loyalty will be to C & M Exchange Limited. You will be prepared to serve the organization anywhere within and outside Nigeria as well as in any other affiliate of the organization.

The compensation package attached to your position will be as follows: -

=N= per annum

Item	Amount-N
Basic Salary	125,227.80
Housing Allowance	62,613.60
Utility Allowance	16,696.80
Lunch Allowance	10,435.20
Transport Allowance	33,393.60
Education Allowance	16,696.80
Washing Allowance	73,050.00
Entertainment Allowance	16,696.80
Passages	62,613.60

Leave Allowance: 12.5% Basic Annual Salary

Christmas Bonus: 1-Month Basic Salary

Medical limit of ₦60,000.00 (via medical insurance)

Other Benefits: -

- : An annual vacation of 15 working days per annum. You will be entitled to full annual leave on completion of 12 months of continuous service with the organization.
- : The organization will provide adequate Group Life & accident insurance.