RTS COMPANY

Ottawa,Canada

RTS

Issue date: 14/04/2026

JOB LETTER



Job Reference No:7424393796
FOOD PACKAGING

NAME:MD TOTA MIA
Nationality: BANGLADESH

Passport Number: A21442808

DEAR MR./MISS/MFMS. (NAME) MD TOTA MIA

Congratulat ons! We are pleased to confirm you have been selected to work for (RTS Company) We are delighted

to make you the following job

Salary: In the event your assigned course is discontinued or cancelled, you will receive at least one month's notice or the sum of 3600 $. Your salary will be increased, as are the salaries for all Seasonal work, in accordance with the Collective Agreement with the Company Faculty Association.
Term appointment Start Date:06-05-2026

Probation: Your probation period will 2 month from your date of joining, after which your performance will be appraised. You will be confirmed in your appointment in writing on successful completion of the said probationary period.
This position reports to HR PAUL BARRON, Your working hours will be from 09:00 to 17:00. This is contract position in this position you will work in Construction food packaging (RTS Company Ottawa, Canada)

Benefits Information if relevant to the position:
Employee Benefits Include: RTS Company

Group Insurance

Short/Long Term Disability

Dental Care

Health care

You are requested to bring copy of following documents for verification.

One passport size photographsQualification Certificates

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- Experience Certificate from previous employments
- Proof of residence
- Photocopies of your Resignation Letter as well as the Relieving Letter from your current employer
- Photocopy of Passport
- Form No 16/Certificate of Tax deducted as well as a copy of your PAN for income Tax documentation

Work Permit: As a foreign worker, it is your responsibility to obtain a temporary work permit prior to your start date of appointment at Tim Hortons. If your temporary work permit is not valid prior to your start date, then your start date will be changed to reflect the issued date of your temporary work permit.

General Service Conditions:-As part of your employment you are expected to comply with standards of business behaviour confirming to the code of conduct guidelines contained in various polices/procedures/rules and regulations. You are expected and required to familiarize yourself with these various Guidelines/Policies/Procedures/Rules or Regulations available with the Human Resource Department, and specifically note the following:

You will wholly and exclusively in the time employment of the Company and are not permitted to carry on any other business, profession or employment. You will have to obtain prior written permission from the HR Head before undertaking any teaching, training or writing assignment and ensure that views expressed by you in the media/publications, if any are strictly your personal views

Any violation of code of conduct/acts that are a criminal offense or involve moral turpitude would invite appropriate disciplinary action including termination of employment

In addition to your usual duties you may be required to perform any work assigned to you by the Company/any officer of the Company where you may be posted for the time being.

In the event you voluntarily terminate the contract of service or this appointment as the case may be within a period of One year from the joining date the company shall recover all that expresses incurred by the company towards your joining which shall include but not be limited to the relocation expenses (charges for the transportation/packing/unpacking/loading/unloading charges) for self-spouse and children or any other amount paid to you in order in facilitate you joining us

Transfer:-in view of organization and business needs, your services can be transferred by the Company in such capacity as the Company may from time to time determine anywhere in Canada or abroad to any one of the Company's department subsidiaries, Joint Ventures Associates etc. Consequent to such transfers, you will be governed by the terms and conditions of service as application to your category of employee in the new organization and place

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High Commission
AUSTRALIA

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terminate your service forthwith without giving any notice. The company reserves the rights to conduct verification checks to ascertain facts i needed.

Full Agreement: This letter constitutes the full terms of our employment offer and supersedes all other commitments either written or verbal that may have been made to you by Company. Should you accept this offer, you will be a member of the Company bargaining unit and your employment will be governed by the Collective Agreement with the Company Association, Company procedures and Company policies, noting in particular Policy #42 on Faculty Term Appointments without Review and Policy #97 on Conflict of Interest and Conflict of Commitment. The Agreement, procedures and polides may be amended from time to time and such amendments are binding upon you.

appraisals and compliance with Company agreements and policies.

If you are in agreement with the terms of appointment as set out in this letter, please sign the enclosed copy of the letter and return it no later than 02 Days Please keep a copy of this signed letter for your own records. This signed letter is required to facilitate your appointment and salary.

MycolleaguesandI aredelightedattheprospectofyoujoiningtheDepartment.Webelievethatyouarean

exceptional academic who will bring much to our Department. We, in tum, are confident we have a great deal to offer you in terms of collegiality and intellectual community

Sincerely,

Sincerely,

14-04-2026

at the discretion of the Company and factors including availability of funds, satisfactory performance

Paul Barron Human Resource

I have read and understand the terms of appointment set out in this letter and I accept the above offer of employment with the Pol groups

MD MANJARUL ISLAM

Name

06-04-2026

Date of Acceptance