

**Date: 31-01-2022**

## **Letter of Revised Designation**

**To,**  
**Ashlin Francis Michael**  
**Sales & Marketing Department**  
**Flat # A-20, Noman Heights, Soldier Bazaar # 03, Dcruz Road, Garden East, Karachi.**

**Sub: - Revised Designation**

**Dear Ashlin Francis Michael,**

We would like to inform you that you have been re-designated as a “**Team Coordinator**” with effect from **31-01-2022**. Your basic pay will remain the same till further notice by Management.

You will not be entitled to any other benefits, other than as mentioned in your appointment letter issued to you. Company's other rules and regulations applicable to you remain unchanged.

Please do contact HR in case of any clarifications.

Best regards,

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**Human Resources**  
**Appedology Pvt. Ltd.**