

**Date:** 16-08-2021

## **LETTER OF PROMOTION**

**Employee ID:** APD-0434

**Name:** Saima Zulfiqar

**Designation:** Team Manager

**Department:** IMR Collections

**Address:** C-07, Ambreen Apartments, Block no. 02, Gulshan-e-Iqbal, Karachi.

**Respected Saima Zulfiqar,**

We are pleased to offer you the position of **Manager Operations** in the **ML-CR** department with effect from **01-08-2021**.

Please be informed, in view of your skills and experience in relation to the requirements of the post, there will be a probationary trial period of 90 day(s) which is necessary to assess the suitability of the post offered. This offer is dependent upon the overriding condition that you satisfactorily complete a trial period of 90 day(s) during which your performance will be closely monitored.

Upon successful completion of your trial period, your salary will be revised to PKR 100,000.

After completion of your trial period, you will be assessed. In-case of non-satisfactory performance you will be reverted back to your previous position with the company.

Regards,

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