

**DATE: 02-08-2021**

## **LETTER OF CONFIRMATION**

**To,  
John Smith  
Business Process Automation Department  
E-105, Block 10, Bhayani Avenue, Nazimabad No 5, Karachi**

**Respected John Smith,**

We are pleased to inform you that you have successfully completed the **3** month probation period i.e. from 29-07-2021 to 04-08-2021. In observation of your satisfactory performance, you have been confirmed from **04-08-2021** for the post of **Manager Business Intelligence** in **Business Process Automation** Department at Appedology Pvt. Ltd.

Being a permanent employee, you will be entitled for a mandatory Provident Fund deduction as our monetary benefit. In case of resignation you will have to serve 30 days of notice period, however, your basic pay will remain same till further notification by Management.

All other terms and conditions shall remain unchanged as highlighted in the appointment letter. Please acknowledge the confirmation letter by signing the receiving letter attached within. For any further concerns, you can contact HR Department.

Congratulations and wishes you all the best in your position.

Regards,

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**HR Department  
Appedology Pvt. Ltd.**