

DATE: September 3, 2020

LETTER OF CONFIRMATION

To,
Anil
Administration Department
Karachi

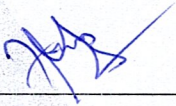
Respected Anil,

We are pleased to inform about your successful completion of your probation period. In observation of your satisfactory performance, you have been confirmed from August 20, 2020 for the post of Office Boy in Administration 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!



HR Department
Appedology Pvt. Ltd.

Signature of Employee: _____

