

DATE: **May 4, 2020**

## LETTER OF CONFIRMATION

To,  
Alina Shaheen  
Matrix Collections Department  
Karachi

Respected Alina Shaheen,

We are pleased to inform about your successful completion of the three-month probation period i.e. from January 21, 2020 to April 21, 2020. In observation of your satisfactory performance, you have been confirmed from April 30, 2020 for the post of Collections Officer in Matrix Collections Department at Appedology Pvt. Ltd. Being a permanent employee you have to serve 30 days of notice period in case of resignation. 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.

Signature of Employee: 