

DATE: December 16, 2020

LETTER OF CONFIRMATION

To,

Francesca Francis

Sales/Marketing Department

Karachi

Respected Francesca Francis,

We are pleased to inform about your successful completion of the three-month probation period i.e. from September 14, 2020 to December 15, 2020. In observation of your satisfactory performance, you have been confirmed from December 16, 2020 for the post of **Sales Executive in Sales/Marketing** 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: 