

DATE: January 29, 2021

**LETTER OF CONFIRMATION**

To,

Sohail Khan

Sales/Marketing Department

Karachi

Respected Sohail Khan,

We are pleased to inform about your successful completion of the four-month probation period i.e. from September 28, 2020 to January 28, 2021. In observation of your satisfactory performance, you have been confirmed from January 29, 2021 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: \_\_\_\_\_

