

DATE: March 4, 2021

**LETTER OF CONFIRMATION**

To,

Muhammad Ali Izhar Khan

Matrix Document Imaging Department

Karachi

Respected Muhammad Ali Izhar Khan,

We are pleased to inform about your successful completion of the three-month probation period i.e. from November 23, 2020 to February 23, 2021. In observation of your satisfactory performance, you have been confirmed from February 23, 2021. for the post of **Scheduler** in **Matrix Document Imaging** 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: \_\_\_\_\_

