

DATE: **March 30, 2021**

LETTER OF CONFIRMATION

To,

Muhammad Idrees

WC Collections Department

Islamabad

Respected Muhammad Idrees,

We are pleased to inform about your successful completion of the three-month probation period i.e. from September 21, 2020 to March 21, 2021. In observation of your satisfactory performance, you have been confirmed from March 22, 2021 for the post of **Litigation & Collection Officer** in **WC Collections** Department at Pro Global 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
Pro Global Pvt. Ltd.



31-03-2021