

**DATE: 20-10-2021**

## **LETTER OF CONFIRMATION**

**To,  
Ribca John  
Training & Development Department  
House # 19, Street # 7, New Iqbal Town, Christian Colony, Sohan, Islamabad**

**Respected Ribca John,**

We are pleased to inform you that you have successfully completed the **3** month(s) probation period i.e. from 24-05-2021 to 20-10-2021. In observation of your satisfactory performance, you have been confirmed from **20-10-2021** for the post of **Training Coordinator** in **Training & Development** 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,

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**HR Department  
Pro Global Pvt. Ltd.**