January 30, 2019

Olatayo Opeyemi Oguntade

Block 505, Flat 2, Abesan Estate, Ipaja

Lagos State.

 Dear Oguntade Tayo;

**Letter of Employment Confirmation**

Following completion of your Ninety (90) days probation period at Beni Brookstone Overlook Apartments, we have reviewed your performance and found the same to be satisfactory.

In view of the above, we are pleased to inform you that your employment has been confirmed for the position of **Assistant Project Manager** with effect from 2019/01/30. You are hereby entitled to all the company’s benefit packages; your salary will be reviewed annually based upon successful completion of your KPIs and at the discretion of the managing partners.

All other terms and conditions of your appointment will remain the same. Please signify your acceptance of these terms and conditions by signing this letter and returning it to me at an earliest convenient time.

You shall be provided with e- copies of the employee policy/manual as well as the company’s benefit packages which accrue to you. Should you have any further inquiries regarding your confirmation, kindly contact the Human Resources Manager. The management of Beni Brookstone Overlook Apartments congratulates you on your confirmation and wishes you well in your position.

Thank you.

Yours Faithfully

 

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Joseph Orji Atureta E. Adinoyi

*Managing Partner Managing Partner*

I accept the company's terms and conditions and confirms my taking up the position of **Assistant Project Manager** from the date first above written

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_