

Date: 1st January, 2010

Employee Name: Ifeoma Omiko

Employee ID: BCI/006

Designation: Check Executive

## Dear Ifeoma Omiko,

## **CONFIRMATION LETTER AS A CHECK EXECUTIVE**

Consequent to the review of your performance during your probation period, we have the pleasure in informing you that, your services have been confirmed as a **Check Executive** effective from **1**<sup>st</sup> **January**, **2010**.

Thank you for all your hard work. The Management is very pleased with your performance and commitment. We appreciate your efforts and achievements so far.

We trust that you will continue with the good work! We look forward to having a mutually rewarding association with you.

Please acknowledge the receipt of this letter, sign and then forward it to the Human Resources department for documentation.

Best Regards,

Emmanuel Adedola Human Resources Business Partner Background Check International