



Date: **1st March, 2015**

Employee Name: **Tomiwa Adebiyi**

Employee ID: **BCI/019**

Grade Level: **Executive Assistant**

Dear Tomiwa Adebiyi,

CONFIRMATION LETTER AS AN EXECUTIVE ASSISTANT

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 an **Executive Assistant** effective from **1st March, 2015**.

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