



Date: **1<sup>st</sup> August, 2016**

Employee Name: **Smart Adekunle**

Employee ID: **BCI/057**

Grade Level: **Administrative Assistant**

**Dear Smart Adekunle,**

**CONFIRMATION LETTER AS AN ADMINISTRATIVE 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 **Administrative Assistant** effective from **1<sup>st</sup> August, 2016**.

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**