Employee Name: **Oluwatoyin Afolayan**

Employee ID: **BCI/022**

Date: **18th December, 2019**

Dear Oluwatoyin,

**PROMOTION TO THE GRADE LEVEL OF AN EXECUTIVE ASSISTANT**

Based on your continuous performance over the years and our assessment of your readiness to take up higher responsibilities, we are happy to promote you to the grade level position of **an Executive Assistant** effective from January 1, 2020.

The net salary for this position will be **N86, 708.61 (Eighty-six thousand, Seven hundred and eight naira, sixty-one kobo)** paid on a monthly basis.

You will report to **Kolawole Adeaga**, **the Head of Operations.** He is looking forward to working with you as you transition into your new role at our company.

Again, congratulations on the new position. We hope that you will put in your effort towards the progress of the organization.

Please let me know if you have any questions regarding your job role, compensation, and benefits package.

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

Best Regards,

**Emmanuel Adedola**  
**Human Resources Business Partner**

**Background Check International**