Employee Name: **Owolabi Olabanji**

Employee ID: **BCI/053**

Grade: **Admin Assistant**

Date: **17th December, 2019**

Dear Owolabi,

**SALARY INCREMENT LETTER**

This year has been a remarkable year in **Background Check International** and our journey towards sustainability and acceptability of our services.

I would like to confirm the salary increase as per the Company’s Compensation & Benefit structure and policy. This brings your Monthly Net Salary from **N48, 500 to N55, 379.05**

Your salary will be officially be updated on January 1st, 2020 and this will reflect in your January pay check.

Thank you for all your hard work. The Management of BCI appreciates your efforts and achievement so far.

We encourage you to keep up the hard work.

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**