



BACKGROUND CHECK INTERNATIONAL
Nigeria's First Background Check Company

Employee Name: **Deborah Oladele**

Employee ID: **BCI/037**

Date: **31st January, 2020**

Dear Deborah,

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 February 1, 2020.

The net salary for this position will be **N81, 036.08 (Eighty-one thousand, thirty-six naira, and eight 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, sign and then forward it to the Human Resources department for documentation.

Best Regards,

Emmanuel Adedola
Human Resources Business Partner

Original Copy received
by me on 31st January 2020

BACKGROUND CHECK INTERNATIONAL

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Date: **31st January, 2020**

Employee Name: **Deborah Oladele**

Employee ID: **BCI/037**

Designation: **Operations Executive**

Dear Deborah,

CONFIRMATION LETTER AS AN OPERATIONS 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 an **Operations Executive** effective from **1st February, 2020**.

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

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