



BACKGROUND CHECK INTERNATIONAL
Nigeria's First Background Check Company

Employee Name: **Emmanuel Oboite**

Employee ID: **BCI/035**

Date: **31st January, 2020**

Dear Emmanuel,

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 **Samuel Aderemi, the Head of Information Technology**. 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

BACKGROUND CHECK INTERNATIONAL

1, Adekunle Owobi Close, off Oladele Kadiri Close, Ogba - Ikeja, Lagos

P.O. Box 13147, Ikeja, Lagos | **Tel:** 234-1-3426267, 234-1-3426268

E-mail: bci@bcilimited.com | **Website:** www.bcilimited.com