

Date: 1st September 2022.

Employee Name: Edegbe Samson Osakpolor

Employee ID: BCI/071

Grade Level: Executive Trainee

Dear Samson,

CONFIRMATION LETTER AS AN EXECUTIVE TRAINEE

Consequent to the review of your performance during your probation period, we have the pleasure of informing you that, your employment has been confirmed as an **Executive Trainee** effective from **September 1, 2022.**

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,

Yem Fayem

Manager, Human Resources

Background Check International