Date: 03-Sep-2023

Ref: VLML/HCM/CON/GL/2023/0010

Employee ID : **30375**

Name : **Md. Saiful Islam Sunne**

Designation : **Driver (Covered Van)**

Department : **Logistics**

**Confirmation Letter**

Dear **Md. Saiful Islam Sunne**,

**Congratulations!**

We are pleased to inform you that upon successful completion of your probation period you stand confirmed with effect from **Sep-2023**.

Your designation will remain unchanged. Please find the revised monthly salary and other benefit details as stated below:

Your salary is being revised as detailed below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Current Salary** | | |  | **Revised Salary** | | |
| Basic | : | **9,600.00** |  | Basic | : | **10,800.00** |
| House Rent | : | **4,800.00** |  | House Rent | : | **5,400.00** |
| Medical | : | **1,600.00** |  | Medical | : | **1,800.00** |
| **Gross** | **:** | **16,000.00** |  | **Gross** | **:** | **18,000.00** |

We are sure that you will continue your commitment and contribution in the coming year towards our common goal.

Sincerely Yours

Syed Atiqul Islam

Manager

HR & Administration

|  |  |
| --- | --- |
| CC : Personal File. | **Name: Md. Saiful Islam Sunne**  **(Received & Accepted)** |