Date: 31-Aug-2023

Ref: VLML/HCM/CON/STAFF/2023/0012

|  |  |  |
| --- | --- | --- |
| Employee ID | : | **30373** |
| Name | : | **Himel Chakma** |
| Designation | : | **Officer** |
| Department | : | **Merchandising** |

**Confirmation Letter**

Dear **Himel Chakma**,

**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 | : | **13,800.00** |  | Basic | : | **16,800.00** |
| House Rent | : | **6,900.00** |  | House Rent | : | **8,400.00** |
| Medical | : | **2,300.00** |  | Medical | : | **2,800.00** |
| **Gross** | **:** | **23,000.00** |  | **Gross** | **:** | **28,000.00** |

|  |  |  |
| --- | --- | --- |
| **Accommodation** | : | **1,500.00** |
| **Transportation** | : | **1,500.00** |
| **Food Allowance** | : | **1,000.00** |
| **Total** | : | **4,000.00** |

Your other benefits / received benefits per month are mentioned below:

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: Himel Chakma**  **(Received & Accepted)** |