**William Jones,**

HRD Head,

ABC Bank,

Colorado-81212,

USA

June 05, 2011

Mark Williams,

56, Canon City,

Colorado-81212,

Dear Mr. Mark

Sub- Appointment as a Probationary Officer in the Bank

Ref- Application No. 99956/Dated April 10, 2011

With reference to your application as above and test and interview that we had with you we have come to the conclusion that you have been appointed as a probationary officer in our bank.

You will work as a probationary officer for the period of two years and depending on your performance you will be placed on the appropriate post. The post of probationary officer will subject to the following emoluments;

$ 5000 as basic salary,

$ 1000 DA

$ 500 Other Allowances

The post is also subject to some perquisites in the form of non-cash items like concessions, etc.

You can join your duty from this June 10, 2011.

Thank You,

Sincerely,

HRD Head