



Heritage Polytechnic

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October 31, 2019

Mr. Iberedem Udo Inyang
Abak Road, Ukana Ikot Oku
Essien Udim.
Akwa Ibom State

Dear Sir,

APPOINTMENT LETTER

I wish to inform you that you were successful during our recent interview, and you are accordingly offered appointment as **Laboratory Technologist I** in the Department of Computer Engineering, Faculty of Engineering in this institution with effect from November 01, 2019. Your monthly emolument shall be in accordance with our harmonized salary scale, considering your working experience, skills and qualifications. Kindly mention your next of kin to this organisation.

You shall be assigned the responsibilities of that office by the Head of the Department, Computer Engineering and it is expected that you will perform your duties creditably, and to the utmost of your ability. You shall be placed on probation for a period of one (1) year; termination during this period is two weeks notice by either party or payment in lieu. Also you will be required to open an account with Wema Bank, into which your emoluments will be remitted at the end of the month. As part of your work conduct you are expected to resume work as early as 8.00am and close by 4.00pm on each working day. Ensure to sign in and out in the attendance register provided. It is important to stress that this organisation poses a lot of challenges and only employees who can show loyalty, diligence, efficiency, accuracy and commitment to duty will be retained.

Meanwhile, accept our profound congratulations!

Yours faithfully,

Mrs. Iniobong Duke (amnim, mcipdm)

Registrar