

Anikoh Victor Atima
Zone 7, Cosmo Avenue,
Dutse Alhaji,
Abuja(F.C.T) Abuja.
24th September, 2018.

Managing Director,
Harmony Youth Innovation Hub,
M.M. Alkali Street,
Off 442 Crescent, CITEC Villas,
Gwarimpa Abuja.

Dear Sir,

REQUEST FOR APPOINTMENT REVIEW

The aim of this letter is to request for an appointment review as a staff of Harmony Innovation Hub. In regards to my status at the Hub as a trainer, was due to the discussion I had with the director in January 2018, agreeing to be offering training and assuming the responsibilities of a full staff.

I was confirmed by the management of Hub to be a Junior trainer by January 2018, to be given stipends of fifteen thousand naira (**₦15,000**) monthly for transportation assist, after my volunteering period to be a trainer from September to December 2017. The agreement was for me to transition into senior trainer based on review.

So, with passion to my job and commitment to contributing to the progress of the Hub, i seek for my appointment to be review as the terms of my engagement as a junior trainer is no longer favourable, or given the chance to seek for opportunity else where.

Sincerely,

Anikoh Victor Atima.