



Class Activity No

Name: Tazmeen Afroz

ID: 22P-9252

Topic: Good News Letter

Teacher's Name: Ms. Noreen Shah

Date : 23 October 2024

Subject: Technical and Business Writing

Section: BAI-5A

National University of Computer and Emerging Sciences

NovaTech Solutions
Karachi, Pakistan

October 22, 2024

Mr. Ali Hassan
Senior Software Architect
NovaTech Solutions
Karachi, Pakistan

Subject: Congratulations on Your Promotion to Senior Software Architect

Dear Mr. Hassan,

As a leading technology solutions provider specializing in enterprise software development and digital transformation, NovaTech Solutions takes great pride in recognizing exceptional talent within our organization. It gives me immense pleasure to formally congratulate you on your promotion to Senior Software Architect.

Your journey with us over the past seven years has been truly remarkable. Since joining as a Junior Developer in 2017, you have consistently demonstrated exceptional growth, leading some of our most challenging projects for major clients including the Central Bank's digital transformation initiative.

Your contributions have been instrumental in our company's success, particularly in the cloud migration division where your innovative solutions resulted in a 40% reduction in client deployment times and generated additional revenue of PKR 25 million in the last fiscal year alone. Your technical expertise has significantly improved our service delivery and client satisfaction rates.

What has particularly impressed us is your extraordinary leadership in mentoring junior developers and your ability to translate complex technical requirements into elegant solutions. Your recent implementation of the microservices architecture for our banking sector clients has set new standards in our industry.

With this promotion, we are pleased to offer you not only a 30% salary increase but also the opportunity to lead our newly formed Innovation Lab, with a dedicated team and budget for exploring cutting-edge technologies. Additionally, you will have priority access to international technology conferences and training programs.

We are confident that in your new role, you will continue to drive excellence and innovation at NovaTech Solutions. We look forward to your enhanced contributions and leadership in shaping the future of our organization.

Sincerely,



Tazmeen Afroz
Head of Management
NovaTech Solutions

NovaTech Solutions
Karachi, Pakistan

October 22, 2024

Mr. Ammar Khan
CEO
Canopustech
Islamabad, Pakistan

Subject: Thank You for Your Trust and Partnership

Dear Mr. Ammar Khan,

I would like to take this opportunity to express my sincere gratitude for the trust Canopustech has placed in NovaTech Solutions over the years. It has been a privilege to support your company's technological initiatives, and we deeply value the collaborative spirit that has defined our partnership.

The success of our projects, spanning over five years, is a testament to the effective teamwork between our organizations. We are especially grateful for the opportunity to contribute to your company's success through system optimizations and innovative solutions. The positive impact on operational efficiency and your company's growth has been rewarding for all involved.

Your leadership and forward-thinking approach have played a crucial role in making our collaborations successful. We have learned and grown alongside your team, and for that, we are truly thankful.

As we look ahead, we remain committed to providing the highest level of service and look forward to continuing our partnership in the years to come.

Sincerely,



Tazmeen Afroz
Head of Management
NovaTech Solutions