



Class Activity No

Name: Tazmeen Afroz

ID: 22P-9252

Topic: Appreciation 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



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NovaTech Solutions
Karachi, Pakistan

October 22, 2024

Mr. Ammar Khan
CEO
Canopustech
Islamabad, Pakistan

Subject: Appreciation for Outstanding Partnership

Dear Mr. Ammar Khan,

As a leading provider of IT infrastructure solutions, NovaTech Solutions has been privileged to support Canopustech's technological advancement initiatives over the years. Our journey together in implementing enterprise-level software solutions and digital transformation projects has been remarkable.

Our partnership, which began in 2019, has grown stronger through multiple successful projects spanning five productive years. During this substantial period, we have completed over 20 major implementations and countless system optimizations for your organization.

The financial impact of our collaboration has been significant, with your company reporting a 25% improvement in operational efficiency and output. This enhancement has translated into an estimated cost saving of PKR 50 million annually through streamlined processes and automated workflows.

What has particularly impressed us is your team's exceptional commitment to innovation and willingness to embrace cutting-edge technologies. Your organization's forward-thinking approach and readiness to adopt new solutions have made every project a success story.

To celebrate our successful partnership and encourage future collaborations, we are pleased to offer a 10% discount on all new project implementations for the upcoming fiscal year. This offer reflects our commitment to fostering an even stronger business relationship.

We deeply value our partnership with Canopustech and look forward to continuing our journey together, achieving new milestones, and creating more success stories in the years to come.

Sincerely,



Tazmeen Afroz
Head of Management
NovaTech Solutions

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