LEARN

**Lanka** **Education** **And** **Research** **Network**

Information Technology Center, University of Peradeniya, Peradeniya 20400 Sri Lanka

Phone: +94 81 200 3030 • Fax: +94 81 238 5715 • E-mail: [learn@ac.lk](mailto:learn@ac.lk)

**[date]**

**[fullName],** **[address]**

Dear [saltation][fName],

**Letter** **of** **Confirmation**

This refers to your Self-Evaluation Report dated, and your appointment as **[designation]** at Lanka Education and Research Network (LEARN), effective from **[effectiveDate].**

We wish to inform you that at the [**boardNo]th** Board of Directors Meeting of LEARN held on **[meetingDate]** it was decided to confirm your services on a permanent basis in your position as **[designation]** with effect from **[effectiveDate]**. Further, it was decided to place you, in your next increment step that you are eligible after completion of one year service with LEARN. Therefore, your basic salary will be [salary]/- + [allowance]/- allowance per month with effect from the date of confirmation. All other terms and conditions of your employment will remain as outlined in your initial Letter of Appointment, unless revised or updated by the Board of Directors in the future.

We kindly request you to sign a copy of this letter to indicate your acceptance of the aforementioned terms and conditions and return it for our records.

We extend our congratulations on your confirmation and wish you a prosperous and fulfilling career. Thank you.

Sincerely

Signatory

Lanka Education And Research Network

Having understood the above contents, I place my signature accepting the terms & conditions stated herein.

.............................. ..............................

Signature Date