

**Date: August 24, 2020**

**Mr. Venkateswara Rao Neppalli**  
**Employee ID: 105658**

**Confirmation Letter**

**Dear Mr. Venkateswara Rao,**

On your successful completion of the probation period on August 24, 2020, we are pleased to confirm your services to the company.

As a part of the process, herewith we attach the copy of Performance Evaluation report for this probation period (Annexure A). We expect you to review the report & improve your performance further to be an asset to the company.

This letter of confirmation is being issued in duplicate. You are requested to sign and return one copy within **a day** as a token of your acceptance.

We wish you a successful and rewarding career with the company.

**For Vertafore India Pvt. Ltd.**

*Sathbir Kaur*

**Ms. Sathbir Kaur**  
**Head – HR & Operations**

As a Regular employee, I will abide by the terms and conditions stated in the Employee Manual of the company.

**Mr. Venkateswara Rao Neppalli**  
**Date: August 24, 2020**

**Annexure – A****Assessment Details for the Probation period**  
(Probation period ending on August 24, 2020)**Mr. Venkateswara Rao Neppalli**  
**Employee ID: 105658**

For the coming period, you should focus on the following:

**Continue good performance with these points:**

- Passionate about work.
- Good team player.
- Dedicated to work
- keen to learn new things and implement.
- Good knowledge on the product.
- Working with product for 5+ years.

**Points to Improve:**

- Stakeholder and client communication.
- Proactiveness.

**Suggestions:**

- Improve knowledge on Vertafore applications & Products.