

September 23, 2024.

Muhammad Arshad,
Senior Manager/CFO,
3840103622521,
Islamabad.

Subject: Project Allowance Letter

Dear Arshad,

This letter is with reference to our management discussion regarding the subject.

In recognition of the increased workload and responsibilities associated with CTC projects, we are pleased to inform you that a project allowance of PKR 100,000/- will be added to your monthly salary, effective from October 01, 2024. This allowance will remain in effect until the conclusion of the projects or further instructions, whichever comes first.

Your performance will be reviewed over the next three months. Based on a satisfactory performance during this period, your project allowance may be further revised, effective from January 01, 2025.

Please note that other terms and condition of your employment will remain the same.

Thank you for your continued dedication and hard work on the CTC projects. We look forward to your continued efforts and support in achieving CTC objectives.

Best Regards,



Sarah Farooqui
Director/CEO