

May 3rd, 2025



Mr. Muhammad Moeed Khan
3740526172047
Safety & Customer Experience Officer
Rawalpindi - Punjab

Subject: Transfer of Services

Dear Muhammad Moeed Khan ,

As part of the recent project restructuring and management decisions to optimize field operations, your role is being adjusted to support multiple stations. Accordingly, effective **May 1, 2025**, you are hereby assigned to monitor the following stations:

1. 10041407 - Kohsar Filling Station - Islamabad - Islamabad
2. 10041376 - Club Filling Station - Islamabad - Islamabad
3. 10041437 - Popular Gas Station Islamabad - Islamabad

Consequently, in recognition of your expanded responsibilities, your salary will be increased by PKR 2,000 effective June 1, 2025. However, please note that this adjustment does not entitle you to any transfer allowance. All other terms and conditions of your existing employment contract shall remain unchanged.

Please coordinate with your immediate supervisor to ensure a smooth transition and to receive the necessary guidance and support for your revised assignment.

We appreciate your flexibility and dedication in supporting these operational changes and look forward to your continued contributions

Regards

A handwritten signature in black ink, appearing to be "Saeed Khan".

HR Department
CHIP Training & Consulting

CC;

Personal File.

ISLAMABAD OFFICE:
CTC HOUSE, PLOT # 1, (FAYYAZ MARKET)
ST # 9, G-8/2, ISLAMABAD
PAKISTAN 44000 - PAKISTAN

ABUJA OFFICE:
1 CANS PARK IBRAHIM BADAMOSHI
BABANGIDA BOULEVARD,
MAITAMA, ABUJATEL, NIGERIA

LONDON OFFICE:
OFFICE 5 FLOOR 5
21 KNIGHTSBRIDGE
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