

May 2nd, 2025



Ms. Rubina Roshan
1730129672732
Safety & Customer Experience Officer
Peshawar - KP

Subject: Transfer of Services

Dear Rubina Roshan,

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. 10041334 – Star Filling Station – KP – Peshawar.
2. 12690573 – Cantt Filling Station – KP – Peshawar.

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 read "Soubhagya".

HR Department
CHIP Training & Consulting

CC;

Personal File.

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