20th March 2024.

Majid Ali Shah,
Senior Manager,

1730194171659,

Islamabad.

**Subject:  Salary Increase Letter**

Dear Majid,

This refers to our management meeting regarding the subject.

I am pleased to inform you that after careful consideration of your work responsibilities and performance over the past six months, we have decided to revise your monthly salary upward to PKR 700,000/- Per month (Grade 07), effective from 01st March 2024, subject to withholding tax. This represents an increase of (PKR 250,000/-) over your current salary.

We recognize and appreciate your dedication and commitment to our organization. Looking forward to your continued commitment towards achieving company’s objectives.

With Best Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
HR Department

CHIP Training and Consulting