

July 2nd, 2024.

Sundas Tariq,
Project Manager,
3310008551404,
Islamabad.

Subject: Extension of Employment Contract

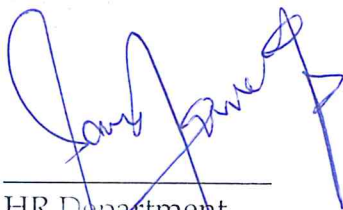
Dear Sundas,

This is with reference to your employment contract with CHIP Training & Consulting (CTC) for the position of Project Manager that has been expired on June 30th, 2024.

It is hereby to inform you that your employment contract has been extended from July 01st, 2024 to September 30th, 2024.

Please note that all other terms and conditions of the originally signed contract shall remain the same.

Yours Sincerely,



HR Department
CHIP Training and Consulting



hrassociate

From: Sarah Farooqui <sarah@chipconsulting.org>
Sent: Monday, July 1, 2024 12:54 PM
To: hrassociate
Subject: Re: Confirmation for contract extension letter

Ok.

From: hrassociate <hr.associate@chipconsulting.org>
Date: Monday, 1 July 2024 at 12:40 PM
To: <sarah@chipconsulting.org>
Subject: Confirmation for contract extension letter

Dear Madam,

Your confirmation is required for issuing contract extension letters. Thank You.

Regards,
HR Department
CHIP Training and Consulting

From: hrassociate [mailto:hr.associate@chipconsulting.org]
Sent: Friday, June 28, 2024 3:49 PM
To: 'sarah@chipconsulting.org' <sarah@chipconsulting.org>
Subject: Confirmation for contract extension letter
Importance: High

Dear Madam,

I am writing to inform you that the employment contracts of the staff mentioned below are going to expire on June 30th, 2024. Your confirmation is required for issuing contract extension letters.

Name	Designation	Location
Salman Khan	Project Manager	Islamabad
Sundas Tariq	Project Manager	Islamabad
Mehwish Ali	Proposal and Report Writer	Islamabad

Regards,
HR Department
CHIP Training and Consulting