29th March 2024.

Khurram Shakeel Malik,

37405-8174385-1,

Islamabad.

**Subject: Offer Letter for the Position of Project HR Officer – Islamabad.**

Dear Khurram,

Reference to your submission of CV and subsequent interview against subject position**.**

I am pleased to inform you that CHIP Training & Consulting (CTC) has decided to offer you a full time position of Project HR Officer – Islamabad.

A three-month Probationary Period will apply to this role. Upon satisfactory performance in the probation period, the contract may further be extended for 3 or 6 months depending upon your performance and continuity of the position.

During probation period your monthly gross salary shall be @ PKR 80,000/-,subject to withholding tax, at CTC Grade-4. In addition, you shall be entitled to the following benefits:

* A Post-paid sim with a limit of @ PKR 2,000/- per month for official use.
* Death and disability insurance cover @ PKR 3,000,000/-

If acceptable, please sign the copy of this letter, scan and send it at hr.associate@chipconsulting.org within one working day, so that formal agreement can be prepared.

Please contact undersigned for any further clarification/information in this regard.

|  |  |
| --- | --- |
| Regards, | I accept above offer |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  HR Department | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Khurram Shakeel Malik |
| CHIP Training and Consulting | CNIC : 37405-8174385-1 |