February 28, 2025

Amina Batool,  
IT Associate,

3740507926408,

Islamabad.

***Subject: Extension of Employment Contract and Salary Increase.***

Dear Amina,

This is with reference to your employment contract with CHIP Training & Consulting (CTC) for the position of IT Associate, which is set to expire on February 28, 2025.

It is hereby to inform you that your contract has been extended from March 01, 2025 to August 31, 2025 and your salary has been revised from PKR 50,000/- to PKR 80,000/- effective from March 01, 2025 subject to withholding tax.

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