

September 13, 2024.

Amina Batool,
IT Associate,
3740507926408,
Islamabad.

Subject: Extension of Employment Contract

Dear Amina,

This is with reference to your employment contract with CHIP Training & Consulting (CTC) for the position of IT Associate that has been expired on August 31, 2024.

It is hereby to inform you that your contract has been extended from September 01, 2024 to November 30, 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



Serish kanwal

From: Sarah Farooqui <sarah@chipconsulting.org>
Sent: Friday, September 13, 2024 4:31 PM
To: Serish kanwal
Subject: Re: Confirmation for contract extensions

Ok. Go ahead.

Regards
Sarah Farooqui

From: Serish kanwal <hr.associate@chipconsulting.org>
Date: Thursday, 12 September 2024 at 2:15 PM
To: 'Sarah Farooqui' <sarah@chipconsulting.org>
Subject: Confirmation for contract extensions

Dear Madam,

This is to inform you that the contracts of the staff listed below have expired. Your confirmation is required to issue contract extension letters.

Regards,
HR Department
CHIP Training & Consulting

From: Serish kanwal [mailto:hr.associate@chipconsulting.org]
Sent: Tuesday, September 3, 2024 5:37 PM
To: 'Sarah Farooqui'
Subject: Confirmation for contract extensions (Revised)
Importance: High

Dear Madam,

This is to inform you that the employment contracts of the staff mentioned below are going to expire. Your confirmation is required for issuing contract extension letters.

S.No	Name	Designation	Location
1	Wasim Ajmal	Project Manager	Islamabad
2	Muhammad Ishfaq	Project Manager	Islamabad
3	Farah Abbas Khan	HR Officer	Islamabad
4	Amina Batool	IT Associate	Islamabad