

1st October, 2021

Muhammad Rafique  
Office Assistant,  
CNIC # 1330299097849,  
Islamabad.

**Subject: Extension of Employment Contract**

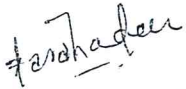
Dear Muhammad Rafique,

This is with reference to your employment contract with CHIP Training & Consulting (CTC) for the position of **Office Assistant - Islamabad**.

It is hereby to inform you that your employment contract has been extended from **1st October, 2021 to 31st December, 2021**.

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

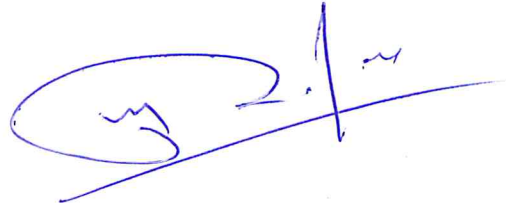
Yours Sincerely,



Zara Nadeem

Sr. HR Officer

CC: Personal File.



20th August, 2021

Muhammad Rafique  
Office Assistant,  
CNIC # 1330299097849,  
Islamabad.

**Subject: Extension of Employment Contract**

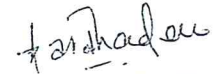
Dear Muhammad Rafique,

This is with reference to your employment contract with CHIP Training & Consulting (CTC) for the position of **Office Assistant - Islamabad**.

It is hereby to inform you that your employment contract has been extended from 1st July, 2021 to 30th September, 2021.

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


Yours Sincerely,



Zara Nadeem

Sr. HR Officer

CC: Personal File.



1st April, 2021

Muhammad Rafique  
Office Assistant,  
CNIC # 1330299097849,  
Islamabad.

**Subject: Extension of Employment Contract**

Dear Muhammad Rafique,

This is with reference to your employment contract with CHIP Training & Consulting (CTC) for the position of **Office Assistant - Islamabad**.

It is hereby to inform you that your employment contract has been extended from **1st April, 2021 to 30th June, 2021**.

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

Yours Sincerely,



Sarah Farooqui  
Director HR & Operations



CC: Personal File.

January 1<sup>st</sup>, 2021

Subject: Company Bonus Letter

Dear *Muhammad Rafique*

This is with reference to management meeting regarding bonus amount for staff members who have completed a fiscal year with the company.

As a valued member of the CTC team, I am pleased to notify you that you have been given a bonus in the amount of Rs. 1,00,000/- subject to withholding tax.

Please accept this bonus with our regards and we hope that you continue to meet all challenges that we offer you in the coming year

We appreciate your ongoing dedication and best wishes for a successful start of our new fiscal period and your continuing contributions to the company in the new period.

Best Regards

*Sarah Farooqui*  
Sarah Farooqui  
Director- CTC

*21/1*



1st Jan, 2021

Muhammad Rafique  
Office Assistant,  
CNIC # 1330299097849,  
Islamabad.

**Subject: Extension of Employment Contract**

Dear Muhammad Rafique,

This is with reference to your employment contract with CHIP Training & Consulting (CTC) for the position of **Office Assistant - Islamabad**.

It is hereby to inform you that your employment contract has been extended from **1st Jan, 2021 to 31st March, 2021**.

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

Yours Sincerely,



Sarah Farooqui  
Director HR & Operations



CC: Personal File.

October 5th, 2020

Muhammad Rafique  
Office Assistant  
CNIC#13302-9909784-9

**Subject: Contract Extension and Interim Salary Adjustment Letter**

Dear Muhammad Rafique,

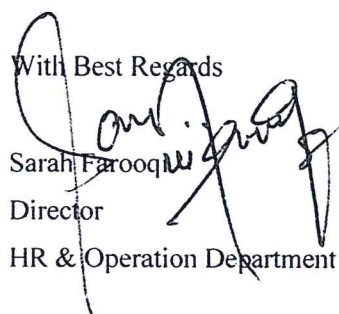
This is with reference to your employment contract with CHIP Training & Consulting (Pvt.) Ltd. (CTC) for the position of Office Assistant, which is due to expire on September 30, 2020.

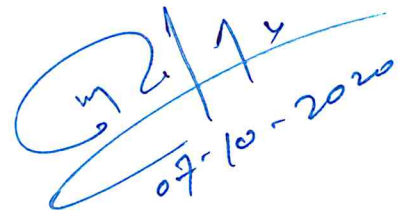
It is hereby pleased to inform you that your said employment contract has been further extended for three months from October 1<sup>st</sup>, 2020 to December 31<sup>st</sup>, 2020 with an approved salary adjustment from PKR 30, 000/- to PKR 33, 000/- retrospectively from September 1<sup>st</sup>, 2020 subject to withholding tax.

We look forward to your valuable contributions and wish you all the very best for the remaining part of 2020 and onwards.

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

With Best Regards

  
Sarah Farooqi  
Director  
HR & Operation Department

  
07-10-2020

**CHIP TRAINING & CONSULTING (PVT) LTD**

CHIP House. Plot # 1, (Fayyaz Market) St # 9, G-8/2, Islamabad - Pakistan  
Tel: +92 51 111 111 920, Fax: +92 51 228 00 81, Email: info@ctc.org.pk

[www.ctc.org.pk](http://www.ctc.org.pk)

June 30<sup>th</sup>, 2020

Mr. Muhammad Rafique,  
Office Assistant,  
Islamabad.

Subject: Extension of Employment Contract

Dear Muhammad Rafique ,

This is with reference to your employment contract with CHIP Training & Consulting (CTC) for the position of Office Assistant at CTC Head Office- Islamabad.

It is hereby to inform you that your employment contract has been extended from July 1<sup>st</sup>, 2020 to September 30<sup>th</sup>, 2020.

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

Yours Sincerely,

HR Department

CHIP Training & Consulting

CC: Personal File.

21/09-7-2020