

5<sup>th</sup> September 2022.

Muhammad Rafique,  
Office Assistant,  
CNIC: 1330299097849,  
Islamabad.

**Subject: Extension of Employment Contract**


Dear Muhammad Rafique,

This is with reference to your employment contract that has been expired on 30<sup>th</sup> June 2022 with CHIP Training & Consulting (CTC) for the position of **Office Assistant- Grade 3**.

It is hereby to inform you that your employment contract has been extended.

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

Yours Sincerely

  
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HR Department  
Muhammad Arshad



CC: Personal File.