

October 01, 2024.

Fazal Faheem,
Office Boy,
1720141020415,
Islamabad.

Subject: Extension of Employment Contract

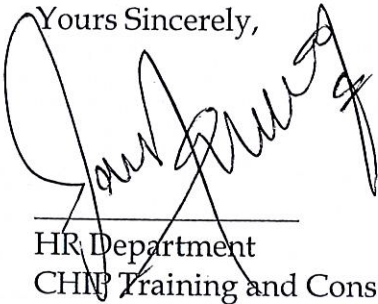
Dear Fazal,

This is with reference to your employment contract with CHIP Training & Consulting (CTC) for the position of Office Boy that has been expired on September 30, 2024.

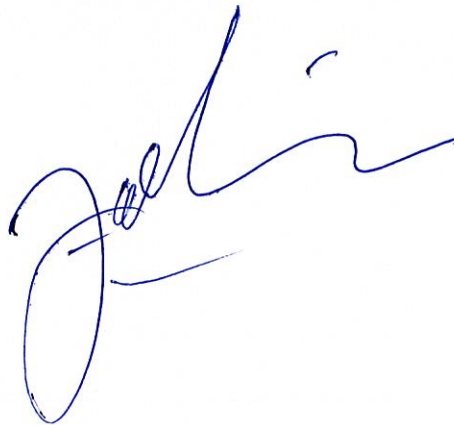
It is hereby to inform you that your contract has been extended from October 01, 2024 to December 31, 2024.

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: Asghar Khan <admin@chipconsulting.org>
Sent: Tuesday, October 1, 2024 3:32 PM
To: Serish kanwal
Cc: asghar.khan@chipconsulting.org
Subject: Re: Confirmation for issuing contract extension letters

Importance: High

Please proceed as per policy.

On 2024-09-30 02:53, Serish kanwal wrote:

Dear Asghar,

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

Name	Designation	Location
Fazal Faheem	Office Boy	Islamabad
Muhammad Haris	Office Boy	Islamabad
Arif Naseer	Cleaner	Islamabad

Regards,

HR Department

CHIP Training & Consulting

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Asghar Khan | CHIP Training & Consulting Pvt Ltd.
Admin & Logistics Officer