

1<sup>st</sup> April 2023.

Fazal Faheem,  
172014-102041-5,  
Moh behram Khel, PO Nizampur, ghju Khel, District Nowshehra- KPK.  
0302-1594754.

**Subject: Offer Letter for the Position of Office Boy**

Dear Fazal,

Reference to your submission of CV and subsequent interview against subject position.

I am pleased to inform you that CHIP Training & Consulting (CTC) has decided to offer you a full time position of Office Boy (Grade - 1) - Islamabad.

A three-month Probationary Period will apply to this role. Upon satisfactory performance in the probation period, the contract may further be extended for 3 or 6 months depending upon your performance and continuity of the position.

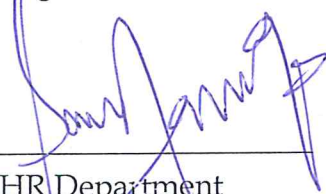
During probation period your monthly gross salary shall be @ PKR 28,000/-, at CTC Grade-1. In addition, you shall be entitled to the following benefits:

- Death and disability insurance cover @ PKR 1,000,000/-.

If acceptable, please sign the copy of this letter, scan and send it at [hrassociate@ctc.org.pk](mailto:hrassociate@ctc.org.pk) within one working day, so that formal agreement can be prepared.


Please contact undersigned for any further clarification/information in this regard.

Regards,

  
HR Department  
CHIP Training and Consulting



I accept above offer

  
Fazal Faheem  
CNIC : 172014-102041-5