

October 01, 2024.

Muhammad Haris,  
Office Boy,  
6110137567075,  
Islamabad.

**Subject: Extension of Employment Contract**

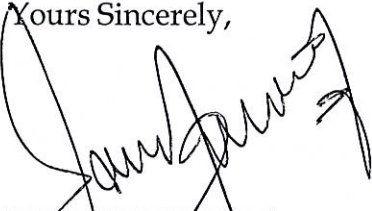
Dear Haris,

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 Harris | Office Boy  | Islamabad |
| Arif Naseer     | Cleaner     | Islamabad |

Regards,

HR Department

CHIP Training & Consulting

--

---

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