22nd September 2023.

Arif Naseer,

61101-8559354-3,

Islamabad.

**Subject: Offer Letter for the Position of Cleaner - Islamabad**

Dear Arif,

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 Cleaner- 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-01. 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 hr.associate@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.

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| Regards, | I accept above offer |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_HR Department | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Arif Naseer |
| CHIP Training and Consulting | CNIC : 61101-8559354-3 |