

[CTC-HR&OPS-Contracting-F-7.2-b-006- IF/SF/SK] [Offer Letter -September - 2023]

22<sup>nd</sup> 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 <a href="https://hr.associate@ctc.org.pk">hr.associate@ctc.org.pk</a> 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

Arif Maseer

CNIC: 61101-8559354-3

## **CHIP TRAINING & CONSULTING (PVT) LTD**