2nd February 2023.

Atif ullah,  
Office Assistant,

CNIC: 1430127549261,

Peshawar.

***Subject: Extension of Contract***

Dear Atif ullah,

This is with reference to your employment contract that has been expired on **31st December 2022** with CHIP Training & Consulting (CTC) for the position of **Office Assistant**.

It is hereby to inform you that your contract has been extended from **1st January 2023 to 30th June 2023**.

Please note that all other terms and conditions of the originally signed contract shall remain the same.

Yours Sincerely,

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HR Department

Muhammad Arshad

CC: Personal File.