

02<sup>nd</sup> October 2023.

Atif ullah,  
Office Assistant,  
1430127549261,  
Peshawar - KPK.

**Subject: Contract Extension and Salary Increase Letter**

Dear Atif,


This is with reference to your employment contract with CHIP Training & Consulting (CTC) for the position of Office Assistant, which expired on 30<sup>th</sup> September 2023.

It is hereby to inform you that your contract has been extended until 31<sup>st</sup> December 2023.

Furthermore, we would like to inform you that starting from 01<sup>st</sup> October 2023 your monthly salary has been increased and your new salary will be PKR 32,500/-.

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

Regards,

  
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HR Department  
CHIP Training and Consulting

