03rd November 2023.

Summer Marqus,

42301-52269377,

Karachi - Sindh.

**Subject: Offer Letter for the Position of Accounts & Admin Officer – Karachi.**

Dear Summer,

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 Accounts & Admin Officer - Karachi.

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 70,000/-, at CTC Grade-4. In addition, you shall be entitled to the following benefits:

* A Post-paid sim with a limit of @ PKR 2,000/- per month for official use.
* Death and disability insurance cover @ PKR 3,000,000/-

If acceptable, please sign the copy of this letter, scan and send it at hrassociate@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 |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Summer Marqus |
| CHIP Training and Consulting |  CNIC : 42301-52269377 |