

HR

From: HR <hr@chipconsulting.org>
Sent: Friday, July 26, 2024 6:16 PM
To: 'hr@chipconsulting.org'
Cc: 'Muhammad Ishfaq'
Subject: Notice of Position Abolishment and Reassignment

Dear Concern,

Please refer to the below email shared by the undersigned whereby you were notified regarding the non-extension of your contract w.e.f August 8th, 2024 on account of abolishment of your position as Safety Warden.

We would like to inform you that you have been selected for the position of Safety & Customer Experience Officer and you shall be required to join the revised sites and report to Safety & Customer Experience Officer on August 1st,2024. The employment contract shall be issued in due course subject to the furnishing of the required documents which shall be conveyed to you separately.

Considering your selection and your joining with effect from August 1st,2024, it has been decided to curtail your notice period till July 31st, 2024.

Wish you all the best.

Regards,
Farah Abbas Khan
HR Officer
+92-349-7760712
Chip Training & Consulting (Pvt.) Ltd.



From: HR [mailto:hr@chipconsulting.org]
Sent: Thursday, July 11, 2024 11:20 AM
To: hr@chipconsulting.org
Cc: 'Muhammad Ishfaq' <ishfaq@ctc.org.pk>; akberzaib7@gmail.com; Shahxaib452@gmail.com
Subject: Notification of Structural Changes and Position Abolishment

Dear Safety Warden,

This is with reference to your employment contract with CHIP Training & Consulting for the position of Safety Warden at CTC managed Biker Straddling Project of Shell Pakistan. I would like to inform you that, due to some structural changes in the project, we are revisiting certain biker straddling sites for the deployment of SW and CX specialists

As a result, all safety wardens and CX Specialists positions will be abolished effective from July 8th, 2024. New hiring for the revised sites will commence on August 8th, 2024. Hence, this letter serves as formal notice, providing you with a one-month notice period in accordance with the terms of your employment contract.

Therefore, your last day of employment with us will be Thursday, August 8th, 2024. You will receive remuneration for the period up until your last working day.

Please note that for hiring on the new sites, we will give preference to our internal Safety Warden and CX specialists first.

Thank you for your dedication and commitment during your employment with us.

*Regards,
Farah Abbas Khan
HR Officer
+92-349-7760712
Chip Training & Consulting (Pvt.) Ltd.*

