

August 21<sup>st</sup>, 2020

Mr. Mir Janan,  
CNIC # 2260159427127,  
UCPO – Kaisray,  
Sub Division Jhandola - Tank - KPK.

**Subject: Notice for Non-Extension of Employment Contract**

Dear Mir Janan,

This is with reference to your employment contract with CHIP Training and Consulting for the position of Union Council Polio Officer (UCPO) at Kaisray - Sub Division Jhandola - Tank - KPK.

I regret to inform you that your contract shall no longer be extended after September 30, 2020 and have to be ended in accordance with terms of your employment contract with CTC.

Therefore, as per terms of your employment contract with CTC a one-month notice is hereby given for non-extension of said contract. Hence, making September 30, 2020 as your last working day with CTC.

Please note that you will be paid remuneration against your services for the month of September 2020 subject to the return of the company's belongings to your immediate supervisor.

We thank you for your valuable contribution during employment with CTC and wishing you best in your future endeavors.

Regards,



Naila Nizam  
Project Manager

CC;

Personal File.