

Feb 28th, 2021

Sajida Arif  
CNIC #8270105805400  
UCPO - Khilana - Hattian Bala  
Jehlum Valley - AJK

**Subject: Conclusion of Employment Contract**

Dear Sajida Arif,

This is with reference to your employment contract with CHIP Training & Consulting for the position of "UCPO" at Khilana - Hattian Bala - Jehlum Valley - AJK.

As a result of recent review by key stakeholders and reduction in the scope of PTPP project, some positions of your district shall become redundant and shall no longer be required after February 28th, 2021.

This decision is not a reflection of your personal qualities or your performance but merely due to change in scope and staff deployment strategy for PTPP project. Hence, making 28<sup>th</sup> February, 2021 as your last working day with CTC.

You are kindly requested to return company's documents and assets that you still have in your possession to your supervisor at your last working day.

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

Regards,



HR Department  
CHIP Training & Consulting

CC;

Personal File.