



Dated: August 31<sup>st</sup>, 2022

Ms. Sadaf Amin  
6<sup>th</sup> Road, Rawalpindi.

**SUB: OFFER LETTER**

Dear Sadaf Amin,

We are pleased to offer you the position of "**Sales & marketing**". This offer will be effective from **August 31, 2022** with salary of **Rs. 55,000** per month during probation and after successfully completing probation your salary will be revised and your salary will be **Rs. 60,000** per month before tax. **Pro Global Technologies** is offering you this job as an employer however continuation of employment is not guaranteed for a specific length of time. This position is offered subject to satisfactory reference and pre-employment checks and completion of the three-month probationary period during which time your performance will be reviewed. These policies are available for your review upon request and are updated and revised periodically.

Your employment will be confirmed after approval of higher management. **Pro Global Technologies** still holds the right to make any amendments on conditions stated in this letter.

If the terms of this offer are acceptable, please sign both the original and copy of this letter, return the copy to HR Department, and retain an original for your file. Your signature will confirm the salary agreed upon and other terms of your appointment specified in this letter or by reference to other documents. Following the receipt of this letter signed by you, your appointment will be processed through appropriate channels, whereupon notification of your appointment reflecting the terms of this agreement will be send it to you.

We are enthusiastic about your joining in **Pro Global Technologies** and believe your contributions, expertise, and attitude will be greatly appreciated by the company.

Sincerely,

Human Resources Department

A handwritten signature in blue ink, appearing to read 'Sadaf', with a stylized flourish at the end.