

# Letter of Appraisal

**Date:** 29-02-2024

**Employee ID:** PRO-0718

**Employee Name:** Asad Elahi

**Address:** Hotel Murgh Mandi, Near Shamsabad Metro Station. Rawalpindi

**Subject:** Salary Increment

Respected Asad Elahi,

Pro Global Pvt. Ltd. acknowledges your services and persistent efforts with us in **RCM Operations** Department. Moreover, to reward your exceptional and successive performance with meeting your targets, Management is pleased to announce an official Appraisal in your remuneration with effect from **01-02-2024**. Your updated salary breakup is below:

Basic Salary	PKR 30,600
House Rent	PKR 7,650
Utility Allowance	PKR 4,500
Medical Allowance	PKR 2,250
Gross Salary	PKR 45,000

All other terms and conditions shall remain unchanged.

**Congratulation on your success and we wish you all the very best for your future career with Pro Global Pvt. Ltd.**

Sincerely yours,

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**HR Department**  
**Pro Global Pvt. Ltd.**

***IMPORTANT NOTE: Your salary revision is confidential information and should remain between you and the concerned HR member only. In event of its disclosure directly or indirectly, Management will take strict actions against this act of irresponsibility.***