

# Letter of Appraisal

**Date:** 29-02-2024

**Employee ID:** PRO-0728

**Employee Name:** Najeeb Sultan

**Address:** Ground Floor, Maryam Hall, Shamsabad, Rawalpindi

**Subject:** Salary Increment

Respected Najeeb Sultan,

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 40,800
House Rent	PKR 10,200
Utility Allowance	PKR 6,000
Medical Allowance	PKR 3,000
Gross Salary	PKR 60,000

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.***