

Date: 31-03-2022

Notice to Extend Employment Contractual Period

Employee ID: APD-0569

DOJ: 29-03-2021

Name: Simran Santosh

Designation: Billing Executive

Address: Asif House, Fatima Jinnah Road Cantt, Karachi.

Re: Notice of Employment Contractual Extension

We are writing this letter to inform you that your employment contract has been extended by **6 months** from **29-03-2022** till **29-09-2022** due to increased workload.

Please note your position is not confirmed / permanent with the company as HR will assess the performance including the current project status by the end of this tenure. From the results of that assessment your employment status will either get confirmed or your services will get terminated as per the employment contract.

Regards,

Human Resources Department
Appedology Pvt. Ltd.