

Letter of Appraisal

Date: 04-10-2021

Employee ID: PRO-0219

Employee Name: Ahmed Raza Qadri

Address: House # 321 Street # 6 near Dera Raja Nasir, Raja Asad Hameed Shaheed Road, Dhok Kala Khan, Rawalpindi.

Subject: Salary Increment

Respected Ahmed Raza Qadri,

Pro Global Pvt. Ltd. acknowledges your services and persistent efforts with us in **Software House** 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 **01-09-2021**. Your updated salary breakup is below:

Basic Salary	PKR 36040
House Rent	PKR 9010
Utility Allowance	PKR 5300
Medical Allowance	PKR 2650
Gross Salary	PKR 53000

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,



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.