

LETTER OF APPRAISAL

Date: December 28, 2020

Employee ID: PRO-0084

Amna Shakir

House # 6, Street # 5, Gulshan Iqbal Colony F/15, Islamabad.,  
Islamabad

Subject: Salary Increment

Respected Amna Shakir,

Pro Global Pvt. Ltd. acknowledges your services and persistent efforts with us in **Greensense Billing** Department. Moreover, to reward your exceptional and successive performance with meeting your targets, Management is pleased to announce official Appraisal in your remuneration with effect from **December 01<sup>st</sup>, 2020**.

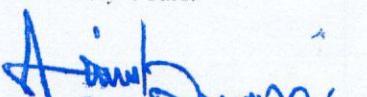
Your revised salary per month will be stated as below along with the Designation of "**Billing Executive**".

|                     |                   |
|---------------------|-------------------|
| Basic Salary        | PKR 25,160        |
| House Rent          | PKR 6,290         |
| Utility Allowance   | PKR 3,700         |
| Medical Allowance   | PKR 1,850         |
| <b>Gross Salary</b> | <b>PKR 37,000</b> |

All other terms and condition 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,

  
Amna Shakir  
Human Resources Department

*IMPORTANT NOTE: your salary revision is confidential information and should remain between you and concern HR member only, in case of its disclosure directly or indirectly, management will take strict actions against this act of irresponsibility.*

Mr. / Ms. Amna have carefully read the above and are acceptable to me in full.

Date: 21-12-2021

Signature: 