

Letter of Appraisal

Date: 23-11-2021

Employee ID: PRO-0248

Employee Name: Imran Said Zaman

Address: House # 6, Street # 9 Nawab Bakers, Tarlai Khalan, Lehtraar Road, Rawaplindi.

Subject: Salary Increment

Respected Imran Said Zaman,

Pro Global Pvt. Ltd. acknowledges your services and persistent efforts with us in **WC Collections** 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 **01-11-2021**. Your updated salary breakup is below:

Basic Salary	PKR 30600
House Rent	PKR 7650
Utility Allowance	PKR 4500
Medical Allowance	PKR 2250
Gross Salary	PKR 45000

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.