

# Letter of Appraisal

**Date:** 25-03-2022

**Employee ID:** PRO-0288

**Employee Name:** Muhammad Mahtab

**Address:** House # 1, Street # 3, 3rd Avenue, Near Qaid E Azam, University, Islamabad

**Subject:** Salary Increment

Respected Muhammad Mahtab,

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 **01-03-2022**. Your updated salary breakup is below:

<b>Basic Salary</b>	<b>PKR 34,000</b>
<b>House Rent</b>	<b>PKR 8,500</b>
<b>Utility Allowance</b>	<b>PKR 5,000</b>
<b>Medical Allowance</b>	<b>PKR 2,500</b>
<b>Gross Salary</b>	<b>PKR 50,000</b>

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.***