

To
Zeeshan Sadiq,
Project Manager,
Codistan Pvt. Ltd.
Date of Issuance: 18th July 2023.

Salary Increment

We are pleased to announce that after reviewing your work performance at Codistan Pvt. Ltd you have been entitled to an increment in your monthly salary w.e.f 10th July 2023 onwards. Your monthly Salary will thus be **Rs. 75,000/- (PKR)**.

Terms of Engagement

The updated terms of employment of the Employee shall commence from the Month of July 2023.

- ✓ The company is offering/extending you a Permanent Position with a 1-year binding contract as stipulated in the employment contract w.e.f. July 2023.
- ✓ Given the scope of projects, one 01-year contract is offered to the employee which entails that the employee will not be able to terminate the contract before 01 year.
- ✓ A Performance-based increment can be offered after six (6) months. Your next performance-based increment will be applicable from the month of January 2024.
- ✓ On the basis of performance, an Increment will be issued by the ratio of 0-20%.
- ✓ The employer reserves the right to cancel said contract given the employee is unable to maintain satisfactory performance, is found violating the code of conduct or any other disciplinary misconduct.

Compensation and Benefits

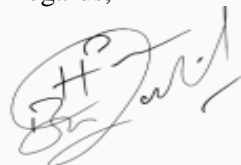
1. In consideration of the services to be provided during the updated term of employment, the effective date of increment is 10th July 2023. The Employee is given an increment of PKR 15,000/- on a monthly basis w.e.f. July 2023 which will be included and paid in Net salary of Rs. 75,000/- (PKR).

Here are a few important things that shall be kept in mind for future growth;

- Improve project timeline management by setting realistic deadlines and ensuring timely delivery.
- Enhance your understanding of projects to make more informed decisions and provide better guidance.
- Strengthen communication and relationship building with the clients through frequent and casual interactions.
- Identify upsell opportunities by expanding your role beyond development to offer comprehensive solutions.
- Expand your client base by offering services besides Website and Mobile Apps Development in marketing, operations, and sales.

We hope that this increment will serve as an incentive for you to perform better in the future and to achieve further laurels in the team. We encourage your sense of responsibility and hope that you'll continue to work hard in the future as well.

Regards,



Hassan Bin Zahid
Director Human Resource (HR)