

Date: June 01st, 2026

Subject: Appointment Letter – Admin Assistant

Dear Mr Ijaz Ahmed Khan,

We are pleased to appoint you as **Admin Executive** in our organization effective from **June 15th, 2026**.

Your appointment is based on the terms and conditions of the company, and your responsibilities will include handling administrative operations, office coordination, record management, and other duties assigned by management from time to time.

Your professionalism, dedication, and commitment are expected to contribute positively towards the growth and success of the organization.

You will be paid a monthly salary of PKR 55,000 (Fifty-Five Thousand Rupees). Salary will be subject to applicable taxes and statutory deductions as per company policy and prevailing laws.

The details regarding working hours, leave policy, and other employment benefits shall be communicated separately as per company policy.

You are requested to report to the office on **June 15th, 2026** and complete all necessary joining formalities.

We welcome you to the team and wish you a successful career with us.

Sincerely,



Authorized Signatory
HR Department
Car Deals Plus



Acceptance by Employee

I, **Ijaz Ahmed Khan**, hereby accept my appointment as Admin Assistant and agree to abide by the terms and conditions stated above.

Signature: _____

Date: 1/7/2026