

**Freelance Trainer – Commercial Increment Letter**

 Date: 12/10/2024

Dear Ms. Akther Jahan Khan

We hope this letter finds you in good health and high spirits. This is to inform you regarding your compensation as a freelance trainer for our organization.

We would like to express our appreciation for your dedication, hard work, and valuable contributions to International Management Consultancy, and we believe it is only fair to recognize your efforts through a commercial increment.

Over the course of your tenure with us, you have consistently demonstrated exceptional professionalism, expertise, and a strong commitment to delivering high-quality training sessions.

Your ability to engage participants and provide them with valuable knowledge and skills has been highly commendable. Not only have you consistently met our expectations, but you have also exceeded them in many ways.

Considering the value, you bring to our organization and the positive impact you have on our clients, it is with great pleasure that we propose a salary increment from

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|  **(Current Commercial in AED)** | **(Revised Commercial in AED)** |
| 100 Per Hour  | 150 Per Hour  |

This adjustment is a testament to our recognition of your contributions and our commitment to ensuring that you are fairly compensated for your exceptional services.

The salary increment will be effective from upcoming batches.

**IMC** assures you that this increment is not merely a symbolic gesture; it reflects our genuine belief in your skills and the importance of your role within our organization.

We value your presence as a freelance trainer in our organization, and we hope that this increment reinforces our commitment to fostering a mutually beneficial relationship. I am open to discussing any further details or addressing any concerns you may have regarding this increment or any other matter.

Once again, thank you for your exceptional contributions, and I look forward to your continued success as a valued member of our team.



Warm regards,

IMC Management 