

12<sup>th</sup> May 2023.

Asghar Khan,  
Admin & Logistics Officer,  
1560215912061,  
Islamabad.

**Subject: Explanation letter on not submitting daily task report**

Dear Asghar,

I am writing to discuss the recent issue of your failure submit daily progress and update your supervisor on daily tasks. As you know, keeping track of your daily progress and informing your supervisor about it is an essential part of your job responsibilities.

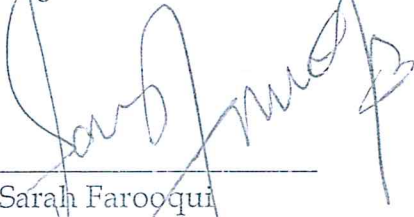
I am observing since 19<sup>th</sup> April 2023, you have not been submitting your daily progress reports as required, and have also not been updating on a regular basis.

Your aforementioned act is showing complete deviation from your work responsibilities thus warranted appropriate action.

Hence, the undersigned hereby calls upon your explanation within 24 hours after receipt of this letter that why disciplinary action should not be taken against you for the above acts.

Please take note that if a satisfactory response is not received within the stipulated time, the management will proceed in the light of available material under the assumption that you are guilty of the said omissions and have no plausible explanation to offer in your defense.

Regards,

  
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Sarah Farooqui  
Director - CTC





Cc: Personal File

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