18th April 2024.

Summer Marqus,

Accounts & Admin Officer,

4230152269377,

Karachi - Sindh.

***Subject: Explanation Letter on Unprofessional Behavior***

Dear Summer,

This is in reference to the complaint received today by your supervisor, regarding your irresponsible and unprofessional attitude.

I am writing to address a recent incident regarding your unprofessional behavior. Despite being informed at 9:38 AM today about a meeting scheduled for 1:00 PM at DEOC Al Mashriq with CTC staff and WHO, you failed to arrange a vehicle on time. As a result, the staff arrived at the meeting venue at 2:15 PM, significantly delaying the meeting.

Effective communication and timely fulfillment of responsibilities are essential to prevent such issues from occurring in the future. This incident has had a negative impact on our operations and has caused inconvenience to all involved parties.

Additionally, when questioned by the head office, your excuses were deemed unsatisfactory. Your actions demonstrate a lack of professionalism and commitment to your responsibilities.

Hence, the undersigned hereby requests that you provide an explanation within 24 hours of receiving this letter as to why disciplinary action should not be taken against you for the aforementioned actions.

Please be aware that if a satisfactory response is not received within the stipulated time, the management will proceed with the assumption that you have no plausible explanation to offer in your defense.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Department

CHIP Training & Consulting