March 24, 2025

Inshal Naveed,

Field Facilitator,

4230128266857,

Karachi – Sindh.

***Subject: Explanation for Absenteeism Without Prior Approval***

Dear Inshal,

This is in reference to the complaint received by your supervisor, regarding your unapproved leave from your supervisor.

It has come to our attention that you were absent from work on Tuesday, March 18, 2024, without prior approval from your supervisor and without notifying the leave group. Furthermore, you did not respond to calls from your supervisor. This unauthorized absence is a violation of the company's SOPs.

You are hereby requested to provide an explanation within 24 hours of receiving this letter, detailing why disciplinary action should not be taken against you for this negligence.

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,

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HR Department

CHIP Training & Consulting