

March 26, 2025

Sumair Kashif,  
Field Facilitator,  
4230164111187,  
Karachi – Sindh.

**Subject: Explanation on account of Unprofessional Attitude.**

Dear Sumair,

This is with reference to the complaint received on March 26, 2025, regarding your Unprofessional Attitude in your capacity as Field Facilitator at Karachi – Sindh.

It has been reported that you have been arriving late at DEOC for the last four working days without prior intimation, and today again, you reported at 10:45 AM. When asked, you justified your failure to inform by stating that you did not have communication top-up or internet connectivity provided by CTC. However, this excuse is not acceptable, as you have been provided with a SIM for official communication, which includes data facilities. Despite this, you failed to inform DEOC about your late arrival.

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,



HR Department  
CHIP Training & Consulting