

08th March, 2024.

Muhammad Azeem,
Field Facilitator,
4250182242833,
Karachi - Sindh.

Subject: Explanation Letter Regarding Non-Serious and Casual Attitude

Dear Azeem,

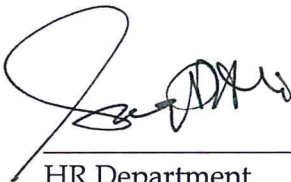
I am writing in reference to the complaint received by your supervisor today, on 08th March 2024, regarding your non-serious and casual attitude.

It has come to our attention that you were instructed by your supervisor to participate in the progress review meeting scheduled for 9:00 AM today. However, you did not join the meeting and provided an inadequate explanation to your supervisor.

These actions indicate a significant deviation from your responsibilities and have raised concerns about your performance and attitude. Consequently, it is imperative that you provide an explanation within 24 hours of receiving this letter, outlining the reasons why disciplinary action should not be initiated against you for these infractions.

Please be advised that failure to provide a satisfactory response within the stipulated time frame may result in appropriate action, up to and including termination of your employment contract, being taken with immediate effect.

Regards,



HR Department
CHIP Training & Consulting

