

## HR

---

**From:** HR <hr@chipconsulting.org>  
**Sent:** Tuesday, February 6, 2024 1:26 PM  
**To:** 'barkat.ali@chipconsulting.org'  
**Cc:** 'Saeed Shabrani'; 'Muhammad Ishfaq'  
**Subject:** RE: Paternity Leave Request

Dear Supervisor,

According to policy guidelines, the leave request outlined below, which has been endorsed by you, will be approved utilizing the accrued leave balance.

Regards,  
Farah Abbas Khan  
HR Department  
+92-349-7760712  
Chip Training & Consulting (Pvt.) Ltd.

-----Original Message-----

From: barkat.ali@chipconsulting.org [mailto:barkat.ali@chipconsulting.org]  
Sent: Friday, February 2, 2024 12:47 PM  
To: Hr <hr@chipconsulting.org>  
Cc: Saeed Shabrani <sshabrani37@gmail.com>; 'Muhammad Ishfaq' <ishfaq@ctc.org.pk>  
Subject: Re: Paternity Leave Request

Dear Madam,

I am writing to inform you that I have received a leave request from Saeed Ahmed - safety warden, for the period of February 01, 2024 to February 10, 2024. He has requested this leave due to his wife's delivery, which is expected around that time.

You are here requested for approval as per HR policy.

Thank you  
Barkat Ali

On 2024-02-01 00:13, Saeed Shabrani wrote:

> Dear Sir

>

> I hope this message finds you well. I am writing to formally request  
> paternity leave in connection with the upcoming birth of my child. As  
> per company policy, I am entitled to paternity leave.  
> I plan to begin my leave on 1-2-2024 and return to work on 10-2-2024

> During my absence, I have taken steps to ensure a smooth transition of  
> my responsibilities.  
>  
> I appreciate your understanding and support during this significant  
> moment in my life. Please let me know if there are any specific  
> procedures or forms I need to complete for this request.  
>  
> Thank you for your attention to this matter.  
>  
> Sincerely,  
> Saeed Ahmed  
> Safety warden