

[CTC - HRO - - Disciplinary - 7.8.7-g-011 - IF/NN/SS]  
[Explanation Letter - Sindh - May-2023]

Ref: EL-Sindh-035/May/O

May 11th, 2023



Mr. Irfan Ali,  
CNIC # 4130113792935,  
Safety warden,  
Thatta - Sindh.

**Subject: Explanation Letter on Account of Absenteeism and other Misconduct**

Dear Irfan Ali,

This is with reference to the complaint received dated May 11th, 2023 regarding your Absenteeism and other misconduct in your capacity as Safety warden at Tando Adam - Thatta.

It has been reported that you are not serious about your job responsibilities and taking the same in a very casual and unprofessional manner. You remained absent from the site on the 6th (half day), 8th, 10th and 11th of May without showing any sufficient cause or prior approval from the concerned authorities. Kindly note that you have already availed all of the leaves available per quarter as per your contract. As per policy, absenteeism is a serious misconduct. Your absenteeism clearly shows your irresponsible attitude towards your job thus warrants an explanation.

Hence, the undersigned hereby calls upon your explanation within 48 hours from receipt of this letter that appropriate disciplinary action should not be taken against you for the above omission.

Please take note that if a satisfactory response is not received within the stipulated time, the management will proceed in the light of available material under the assumption that you are guilty of the said omissions and have no plausible explanation to offer in your defense.

Regards

A handwritten signature in black ink that reads 'Niyah' with a long horizontal stroke underneath.

HR Department  
CHIP Training & Consulting

CC;  
Personal File.

ISLAMABAD OFFICE:  
CTC HOUSE, PLOT # 1, (FAYYAZ MARKET)  
ST # 9, G-8/2, ISLAMABAD  
PAKISTAN 44000 - PAKISTAN

ABUJA OFFICE:  
1 CANS PARK IBRAHIM BADAMOSHI  
BABANGIDA BOULEVARD,  
MAITAMA, ABUJATEL, NIGERIA

LONDON OFFICE:  
OFFICE 5 FLOOR 5  
21 KNIGHTSBRIDGE  
LONDON SW1X 7LY

[www.chipconsulting.org](http://www.chipconsulting.org)