

Jun 23rd, 2023



Mr. Afaq Zamir,
CNIC # 1730184637337,
Safety warden,
Peshawar - KPK.

Subject: Explanation Letter on account of Unprofessional Attitude

Dear Afaq Zamir,

This is with reference to the complaint received dated Jun 22nd, 2023 regarding unprofessional attitude in your capacity as Safety warden at Peshawar.

It has been reported that you are not serious about your job responsibilities and taking the same in a very casual way. You have been found to be present on the forecourt only during the morning and evening times while the rest of the day you have been found absent from the forecourt. Furthermore, you are also violating the dress code and Uniform SOPs. Your attitude clearly shows your irresponsible attitude towards your job thus warrants explanation.

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

Please take note that if satisfactory response is not received within 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, appearing to read "Jiyah". The signature is written in a cursive style and is positioned above a horizontal line.

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CHIP Training & Consulting

CC;
Personal File.

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