

Jun 23rd, 2023



Mr. Faraz Ahmed,  
CNIC # 4250176154895,  
Safety warden,  
East Karachi - Sindh.

**Subject: Explanation Letter on account of Unprofessional aAttitude**

Dear Faraz Ahmed,

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

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 leaving your job site without the approval of your supervisor. 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 that reads 'Jiyah'. The signature is written in a cursive style and is underlined with a single horizontal stroke.

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CC;  
Personal File.

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