

Jul 11th, 2023



Mr. Khurram Shah,  
CNIC # 3520303414809,  
Safety warden,  
Kasur - Punjab.

**Subject: Explanation Letter on account of Absenteeism**

Dear Khurram Shah,

This is with reference to the complaint received dated Jul 11th, 2023 regarding absenteeism in your capacity as Safety warden at Kasur.

It has been noticed that you are not serious about your job responsibilities and taking the same in a very casual way. You remained absent from the site on the 10th of July without any prior notice or proper approval by your supervisor. kindly note that absenteeism is a serious misconduct. Your action is against the rules of the program and shows your lack of interest in the program thus warrants an 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 "Jijah". The signature is written in a cursive style and is underlined with a single horizontal stroke.

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)