

Jul 5th, 2023



Mr. Hafiz Mubbashar,
CNIC # 3510263366517,
Safety warden,
Lahore - Punjab.

Subject: Explanation Letter on account of poor performance

Dear Hafiz Mubbashar,

This is with reference to the complaint received dated Jul 5th, 2023 regarding poor performance in your capacity as Safety warden at Lahore East - Lahore.

It has been reported that you are not serious about your job responsibilities and taking the same in a very casual way. You are not wearing proper uniform and were sitting outside forecourt during duty hours and your performance in compliance is also unsatisfactory. Your actions are a clear violation of the SOPs and are against the rules of the program and show your lack of interest in your job responsibilities thus warrant 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 positioned above a horizontal line.

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CHIP Training & Consulting

CC;
Personal File.

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