

Jul 18th, 2023



Mr. Abdul Sami ,
CNIC # 3410165885833,
Safety warden,
Gujranwala - Punjab.

Subject: Explanation Letter on account of Unprofessional Attitude

Dear Abdul Sami ,

This is with reference to the complaint received dated Jul 18th, 2023 regarding unprofessional attitude in your capacity as Safety warden at Gujranwala.

It has been reported that you are not serious about your job responsibilities and taking the same in a very casual way. You remain absent from the forecourt from time to time. As a result your compliance is also unsatisfactory. You are also not in proper uniform which is a clear violation of the SOPs. Your attitude clearly shows your irresponsible attitude toward your job and lack of commitment within the organization. Your actions are against the rules of the program and show your lack of interest towards your job responsibilities 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 "Niyah". 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