

Aug 11th, 2023



Mr. Mohsin Ali,  
CNIC # 3520122405287,  
Safety warden,  
Lahore - Punjab.

**Subject: Explanation Letter on account of Neglect of Duty.**

Dear Mohsin Ali,

This is with reference to the complaint received dated Aug 11th, 2023 regarding neglect of duty in your capacity as Safety warden at NA - Lahore West - 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 unprofessionally dealing with customers and not guiding them about the safety measures, which is highly not acceptable. 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 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, appearing to read "Jiyah", is written over a horizontal line.

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CC;  
Personal File.

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