

Sep 11th, 2023



Mr. M. Arslan ,  
CNIC # 3230421801989,  
Safety warden,  
Lahore - Punjab.

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

Dear M. Arslan ,

This is with reference to the complaint received dated Sep 7th, 2023 regarding absenteeism in your capacity as Safety warden at Lahore East - Lahore.

It is to bring into your notice that you have failed to provide a satisfactory response to the explanation issued to you. You are not serious about your job responsibilities and taking the same in a very casual way. You remained absent from your job site on your supervisor last visit without any prior notice or proper approval by your supervisor. Kindly note that absenteeism is a serious misconduct. Your actions are against the rules of the program and show your lack of interest in your job responsibilities thus warrant an explanation.

The gravity of negligence committed by you is such that it warrants strict action but a lenient view is taken this time and a warning is awarded to you. Moreover, salary of one (1) day will also be deducted from the next month for the aforementioned reasons. Please note that this warning letter will remain active in your personal files for the next three months and your performance will be closely monitored by your supervisors during this period.

Should there be any repetition of such kind of behavior; CTC will determine the action appropriate to the infraction up to and including termination of your contract employment without notice, considering the severity of the issue (s).

Regards



HR Department  
CHIP Training & Consulting

CC;  
Personal File.

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