

[CTC - HRO - - Disciplinary - 7.8.7-g-011 - IF/NN/SS]
[Explanation Letter - Sindh - Oct-2023]

Ref: EL-Sindh-381/October/O

Oct 12th, 2023



Mr. Atif,
4220156244261,
Safety warden ,
East Karachi - Sindh.

Subject: Explanation Letter on account of Absenteeism

Dear Atif,

This is with reference to the complaint received dated Oct 12th, 2023, regarding your absenteeism in your capacity as Safety warden at Gadap - East Karachi.

It has been reported that you are not serious about your job responsibilities and tasking the same in a very casual way. You remained absent from your job site on the 12th of October 2023 without any prior notice or proper approval by your supervisor. Kindly note that absenteeism is a serious misconduct. Your attitude clearly shows your irresponsible attitude 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, appearing to read "Samuel" or similar, written in a cursive style.

HR Department
CHIP Training & Consulting

CC;
Personal File.

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