

December 20th, 2024.

Muhammad Umair Aslam,
Training & Compliance Auditor,
3310044135825,
Faisalabad - Punjab.

Subject: Explanation Letter on Account of Unprofessional Attitude

Dear Umair,

This is with reference to the complaint received on December 19th, 2024 regarding your Unprofessional Attitude in your capacity as Training & Compliance Auditor at Faisalabad - Punjab territory.

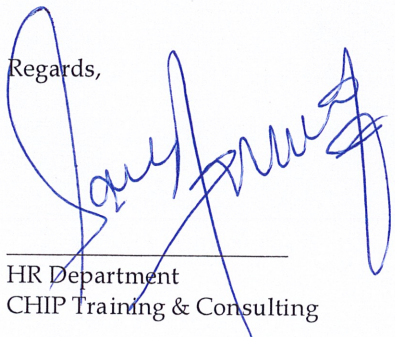
It has been observed that you are not fulfilling your job responsibilities diligently and are exhibiting a casual and unprofessional approach. Below are the several issues concerning your conduct:

- You failed to complete the Roll Out Plan (ROP) on time without valid justification or prior notice.
- ISA/CEA templates submitted by you included blank or incomplete pictures.
- Audit quality was compromised due to insufficient pictures uploaded for specific questions.
- The mandatory attendance log sheet was not maintained.
- Reports were sent to the Territory Manager without informing the Project Manager and Training & Audit Specialist as required.

These actions indicate a significant deviation from your responsibilities and have raised concerns about your performance and non-serious and casual attitude. 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 a satisfactory response is not received within the 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,



HR Department
CHIP Training & Consulting