

From: waseem.tariq <waseem.tariq@chipconsulting.org>
Sent: Monday, November 6, 2023 11:55 AM
To: Hr
Cc: ishfaq; sobia.shafiq
Subject: Request to issue explanation letter

AoA

Honorable HR department,

It is requested to send explanation letter to the following SWs for mentioned reasons.

Israr Ahmed
Battle axe filling station
Lahore east

He is logging in from his home location or somewhere else and arrive late at site from last two weeks. He has been warned verbally but nothing has changed yet.

Zeeshan Jamil
Umar petroleum service
Lahore east

He reaches his site very late. This is happening from the beginning of the month of October. His continues delay in attendance timings is effecting our data quality.

Please send these notices ASAP. I will be thankful for your kindness.