

[CTC - HRO - - Disciplinary - 7.8.5-g-011 - IF/NN/TJ]
[Explanation Letter - Punjab - Nov-2023]

Ref: EL-Punjab-572/November/O

Nov 6th, 2023



Mr. Israr Ahmad Qureshi ,
3520289584383,
Safety warden - NA,
Lahore - Punjab.

Subject: Explanation Letter on account of Unprofessional Attitude

Dear Israr Ahmad Qureshi ,

This is with reference to the complaint received dated Nov 6th, 2023 regarding your Unprofessional Attitude in your capacity as Safety warden at NA - Lahore East - Lahore.

It has come to our attention that you have been consistently logging in from your home location or elsewhere and arriving late at the site for the past two weeks.

This behavior is not in line with our company's policies and expectations. You were verbally warned about this issue previously, but unfortunately, there has been no improvement in your attendance and punctuality. Consistent tardiness without a valid reason is unacceptable.

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 'Samiullah', is written over a white background.

HR Department
CHIP Training & Consulting

CC;

Personal File.

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