

[CTC - HRO - - Disciplinary - 7.8.5-g-012 - IF/NN/TJ]
[Show Cause Letter - Punjab - Nov-2023]

Ref: SL-Punjab-056/November/O

Nov 1st, 2023



Mr. Ahmed Ali Yawar,
3710243439155,
Safety warden,
Rawalpindi - Punjab.

Subject: Show Cause Letter on Account of Non-Serious or Casual Attitude

Dear Ahmed Ali Yawar,

This is with reference to the complaint received dated Nov 1st, 2023 regarding your Non-Serious or Casual Attitude in your capacity as Safety warden at NA - Rwp City - Rawalpindi.

It has been reported that you are not performing your role in accordance with the expected standards of the organization. It has been observed that you are not taking job serious and remain absent from forecourt. Further it is reported that you are use to quit the site during working hours and use mobile phone excessively on site . You have been warned several times but have shown no improvement in your behaviour. Your actions are against the rules of the program and show your lack of interest towards your job responsibilities thus warrant an explanation.

Hence, the undersigned hereby issued show cause letter to you for your unacceptable behaviour. You are required to reply 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 assume that you are guilty of the said misconduct and have no plausible explanation to offer in your defense which may lead to termination.

Regards

A handwritten signature in black ink, appearing to read 'Samunteez', is written over a white background.

HR Department
CHIP Training & Consulting

CC;

Personal File.

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