

**From:** Akber Zaib <akberzaib7@gmail.com>  
**Sent:** Friday, December 1, 2023 9:58 AM  
**To:** Muhammad Ishfaq  
**Cc:** Hr@chipconsulting.org; sobia.shafiq@chipconsulting.org  
**Subject:** Re: Immediate Resignation letter Due to Family commitment for umrah

Noted Sir

On Fri, Dec 1, 2023, 9:50 AM <[ishfaq@ctc.org.pk](mailto:ishfaq@ctc.org.pk)> wrote:

[@Hr@chipconsulting.org](mailto:Hr@chipconsulting.org) please run the position immediately. [@Akber Zaib](#) make sure that she will submit all the assists that she have of CTC like shoes, shirts etc

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**From:** Akber Zaib <[akberzaib7@gmail.com](mailto:akberzaib7@gmail.com)>  
**Sent:** Thursday, November 30, 2023 11:49 PM  
**To:** Muhammad Ishfaq <[ishfaq@ctc.org.pk](mailto:ishfaq@ctc.org.pk)>; [Hr@chipconsulting.org](mailto:Hr@chipconsulting.org); [sobia.shafiq@chipconsulting.org](mailto:sobia.shafiq@chipconsulting.org)  
**Subject:** Fwd: Immediate Resignation letter Due to Family commitment for umrah

FYI

----- Forwarded message -----

From: **Akber Zaib** <[akberzaib7@gmail.com](mailto:akberzaib7@gmail.com)>  
Date: Thu, Nov 30, 2023, 11:48 PM  
Subject: Re: Immediate Resignation letter Due to Family commitment for umrah  
To: Aqsa Malik <[aqsamalikb@gmail.com](mailto:aqsamalikb@gmail.com)>

Acknowledged.

On Thu, Nov 30, 2023, 10:59 PM Aqsa Malik <[aqsamalikb@gmail.com](mailto:aqsamalikb@gmail.com)> wrote:

Dear Sir,

I hope this message finds you well.

I am writing to formally tender my immediate resignation from my position as Safety Warden at Shell Pakistan. Due to unforeseen family obligations, my entire family is undertaking the pilgrimage of Umrah, and it is essential for me to join them. Considering the significance of this religious journey, I am compelled to request an extended leave from my professional responsibilities.

I am sincerely grateful for the understanding and support Shell Pakistan has shown during my previously approved leave of absence from 21st August for 20 days. Regrettably, I am aware that an additional absence of one month may not align with the company's policies, which makes it unfortunate for me to submit my resignation.

I deeply value the opportunities and experiences I have gained while working at Shell Pakistan. If the company is open to it, I would be honoured to rejoin the team upon my return to Pakistan. I assure you of my dedication and commitment to contributing positively to the company's objectives.

I understand the inconvenience my departure might cause, and I am willing to assist in the transition process to ensure a seamless handover of my responsibilities. Please let me know how I can facilitate this process to minimize any disruption.

Thank you for your understanding and consideration. I have enjoyed working with the team and have great respect for Shell Pakistan. I am grateful for the support and opportunities provided to me during my long stay from May 2022 to till the date in Shell Pakistan. Also, I am proud to be the 1st female Safety Warden from Multan to be appointed by Shell Pakistan.

I sincerely appreciate your understanding of my circumstances.

Best,

Aqsa Malik