

Dec 26th, 2023



Mr. Mansab Asghar,
3450111757181,
Safety warden,
Lahore - Punjab.

Subject: Contract Closure on Account of Resigning without prior notice

Dear Mansab Asghar,

This is with reference to your employment contract with CHIP Training and Consulting for the position of Safety warden at - Lahore East - Lahore - Punjab.

This is to inform you that you have tendered your resignation without serving prior notice of fifteen (15) days as required under the notice clause of your employment contract. You were requested to serve prior notice and follow the rules but you did not respond positively. Your actions are violations of the rules of the organization and show your lack of professional approach hence warrant disciplinary action.

Please note that you will be paid remuneration against your services for 18 days of the month of December 2023 subject to the return of the company's belongings to your immediate supervisor.

Regards

A handwritten signature in black ink, appearing to read "Samundra", is written over a light blue background.

HR Department
CHIP Training & Consulting

CC;
Personal File.