

Project Manager

Subject: Reply to Explanation Letter

Respect Madam,

It is submitted that I received your letter "CTC 7.12.5-Barak Ali SF/SP" of explanation on poor performance and absenteeism.

Through this letter I state following reasons for my absence in the said meetings, delayed submission of reports and unavailability on whatsapp.

- 1: I attended two meetings out of four but in the letter mentioned only one.
- 2: I missed the meeting on 17 Jun 2020 because of unfortunate demise of my close relative on that date.
- 3: My union council Ochari-Rahni lies in a very remote area poor infrastructure and transport usually hinder me to submit my report on time. Otherwise, I have completed every task assigned to me.
- 4: Owing to unavailability of internet facility in Union council I unable to share my live location on the whatsapp group.

I hope on these explanation you my consider my compulsions and give me a chance to improve my performance in future.

Thanks for anticipation.

Barek Ali

Union Council polio Officer Ochari-Rahni