

Aug 8th, 2019

Mr. Umer Farooq,
CNIC # 1110116830367,
UCPO - Asperka Waziran,
Bannu - KPK.

Subject: Explanation Letter on account of Unapproved Absenteeism

Dear Umer Farooq,

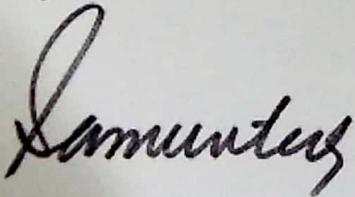
This is with reference to the complaint received dated Aug 5th, 2019 regarding your unapproved absenteeism in your capacity as Union Council Polio Officer (UCPO) at Asperka Waziran - Bannu.

It has been reported that you remained absent from the field activities on 27th July, 2019 without approval. Your actions are a violation of the rules of the program and shows your irresponsible attitude towards your job hence render you liable for appropriate action.

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



Saqib Ali Mumtaz
Manager Legal & Contracts

CC;
Personal File.

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