

To,

The Manager Legal and Contracts,

CTC

Subject: Response of Explanation letter on account of unapproved absentee.

R/sir,

Reference to your letter number

EL - KPK - 045/AUGUST/19 dated 04th August 2019

With due respect it is to be stated that at that time I have approved the leave from PEO because I have no knowledge about the leave process.

Now as I am aware about the approval of leave process, so I will follow it in the future and will not give you the chance of Complaint.

Please forgive me this time due to unawareness of leave process.

Thanks

19-08-2019



Yours Truly,  
Muhammad Zahur  
UCPO  
Ul Muryali Dikhan