

Nadeem Jan

From: ghulam murtaza <gmurtaza7272@gmail.com>
Sent: Saturday, August 10, 2019 8:54 AM
To: Nadeem Jan
Cc: Shahid Ali; peokuram@gmail.com; acfrkohat@gmail.com; Dr Asfar U Shams Hashmi
Subject: Explanation Letter on account of unapproved absenteeism
Attachments: 201908101958341000.jpg; Screenshot_20190809_230608_com.whatsapp.jpg

Respected Sir(Mr Nadeem Jan Project Coordinator CTC PTPP)Aoa & for your kind information,

In refrence to your ATTACHED Letter via EMAIL subject cited above ,It is requested in honor of your goodself that from July3,2019 to July6,2019 my father was in serious conditions admitted in LRH(hospital record & clinical notes scan copies ATTACHED here as proof).

Even in these serious conditions of my fater & Emergency like situation Yet i properly forwarded my leave APPLICATION to PEO sahib(What'app snapshot of 3rd july is attachedas a proof) with additional also talked PEO sahib via phone and he orally allowed me to go.

Therefore it is requested in honor of your goodself that Kindly deduct the mentioned days leave from my leave record,If the mentioned leave days not deducted yet.

Furthermore being a professional & MS in Mangement i will try my best to request the proper leave in future As i already did in mentioned case of my father's serious illness & emergency.

BEST REGARDS.

Your Sincerly

Ghulam Murtaza (UCPO Parachinar-A)

Dear Ghulam Murtaza,

Please find attached file of Explanation Letter on account of unapproved absenteeism.

Regards,

Nadeem Jan

Project Officer-PTPP CTC



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On Fri, 9 Aug 2019, 9:04 PM Nadeem Jan, <nadeemjan@ctc.org.pk> wrote:

Dear Ghulam Murtaza,

Please find attached file of Explanation Letter on account of unapproved absenteeism.

Regards,

Nadeem Jan

Project Officer-PTPP CTC



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