Aug 15th, 2019

Saqib Atta

Regional Co-ordinator

CHIP Training & Consulting (Pvt) Ltd.

**Subject: Apology for not joining Tally-Sheet Analysis activity/task in Shalimar Town**

**Dear Sir,**

I express my sincere apologies for not joining Tally-Sheet Analysis activity on August 6th, 2019 in Shalimar Town. I am aware of the disruptions that I caused by not joining the activity. It is unprofessional and impolite behavior. I am so sorry for any inconveniences.

I was sick and woke up with a severe headache. Due to health issues I was unable to manage and travel by my own to Shalimar Town as my driver was also on leave on that particular day. I had informed to Focal Person of Ravi Town (Mr Hamayat Ali) that due to severe headache I am unable to travel to Shalimar Town so will perform my duties in my respective UC in Ravi Town.

Unfortunately, Focal Person of Ravi Town Mr Hamayat Ali misinformed my supervisors that I’ve refused.  He also asked me that it is useless to communicate the unavoidable situation to concerned supervisors via an email.

Respected, you can surely check my records as you can see I did never refuse to my supervisor for any task. I had performed my duties assigned by my supervisors in different towns (Cantt, Data Gunj Buksh) and UCs (30, 26, 10, 2) as well.

I am sincerely and heartily sorry for not contacting concerned supervisors through a proper channel. I’m extremely apologetic on that. Next time I will make sure to communicate and explain the unavoidable situation that may make me miss work via an email to concerned supervisors .I assure you that I won’t repeat such casual attitude again. I will be more careful. Thank you for understanding and support.

I hope you will accept my sincere apology.

Thanks and Regards

Misbah Yasin

UCPO UC-4

Ravi Town, Lahore