

Aug 9th, 2019

Mr. Azam Razzaq,
CNIC # 4240136688257,
UCPO - Madina Colony - 7,
KHI North - Sindh.

Subject: Show Cause Letter on account of Unapproved Absenteeism

Dear Azam Razzaq,

This is with reference to the complaint received dated Aug 7th, 2019 regarding your unapproved absenteeism in your capacity as Union Council Polio Officer (UCPO) at Madina Colony - 7 - North - KHI North.

It has been reported that you remained absent from the field activities for 7 days from 1st to 6th July and later on 24th July, 2019 without approval. You are aware that unapproved absenteeism for 7 days is a serious misconduct. Your actions are a violation of the rules of the program and shows your irresponsible attitude towards your job responsibilities hence warrants show cause.

Hence, the undersigned hereby issued show cause letter to you for your unacceptable behavior. You are required to reply 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 assume that you are guilty of the said misconduct and have no plausible explanation to offer in your defense.

Regards



Saqib Ali Mumtaz
Manager Legal & Contracts

CC;

Personal File.