

To

The Project Officer

PTPP Project CTC

Subject: Acceptance of Explanation Letter and Apologizing on the Same

Respected Sir,


I am extremely apologetic on my late arrival to STPEC meeting dated 9 August 2019. As a result of which I received an explanation letter from your good selves.

I am well aware that punctuality is very important for better results at work. But unfortunately due to unavoidable circumstances at that very time my very aged mother was sick that I had to take on above mentioned date. Even I joined STPEC meeting lately, where I meet with Dr. Farman (NSTOP) and made excuse for late coming.

Now I assure you that there won't be such mistakes in the future duty will be performed well within the time slot. I will be thankful for accepting my apology.

Thanks

Regards


28/08/2019
Abdullah Shah

UCPO (Area Ashkhel&KhogaKhel SAB).