

FW: [EXT] RE: Resignation Letter UCPO , Mr Dilbar Khan

From **Ayesha Naeem**
To **hareem@ctc.org.pk**
Date **Today 01:51**

Message Body

From: HAMMADI, Rusul Alaa Mohammed Ameen [mailto:aminr@who.int]
Sent: Thursday, December 31, 2020 12:05 PM
To: Ayesha Naeem
Cc: FAROOQ, Zainab; AZIZ, Kalsoom; Naila Nizam
Subject: RE: [EXT] RE: Resignation Letter UCPO , Mr Dilbar Khan

Dear Ayesha,

Reference to the blow , please can you adjust the short notice and do not cut from his salary please. It's with my approval.

And secondly , please provide him with experience letter for his services with WHO through CTC.

Regards,

From: Ayesha Naeem <ayesha.naeem@ctc.org.pk>
Sent: Monday, December 21, 2020 10:34 AM
To: HAMMADI, Rusul Alaa Mohammed Ameen <aminr@who.int>
Cc: FAROOQ, Zainab <farooqz@who.int>; naila@ctc.org.pk; AZIZ, Kalsoom <azizk@who.int>; ADEM, Abdinasir <adema@who.int>; EHSAN, Aamir <ehsanam@who.int>; sarah@ctc.org.pk; Naila Nizam <naila@ctc.org.pk>
Subject: [EXT] RE: Resignation Letter UCPO , Mr Dilbar Khan

Dear Ms. Rusul,

Greetings from CTC !

With reference to the subject cited above, this is to bring to your kind information that as per SOPs, a staff member can resign from the services of the company after providing one month's prior notice in writing or, in lieu of notice, pay an amount equal to one month's gross pay.

UCPO Mr. Dilbar has submitted his resignation on 18-Dec-2020 and has stated that 31-Dec-2020 shall be his last working day. As 01 month notice has not been served, therefore, as per policy, he shall not be given salary for the current month. Furthermore, the concerned UCPO also applied for availing his annual leaves from 14-Dec-2020 till 31-Dec-2020 (email trail attached).

Now as the UCPO has resigned and during notice period the staff members can not avail leaves except any emergency leave, therefore, the UCPO shall be advised to resume his duty.

You are requested to share your kind feedback in this regard.

Best Regards,
Ayesha Naeem
Project Coordinator – PTPP Project
CHIP Training & Consulting (Pvt) Ltd.
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.
Cell: 0346-1019451

From: HAMMADI, Rusul Alaa Mohammed Ameen [<mailto:aminr@who.int>]
Sent: Sunday, December 20, 2020 12:24 PM
To: ayesha.naeem@ctc.org.pk
Cc: FAROOQ, Zainab; naila@ctc.org.pk; AZIZ, Kalsoom; ADEM, Abdinasir; EHSAN, Aamir
Subject: Resignation Letter in favor of UCPO , Mr Dilbar Khan

Dear Ayesha,

Please find below along with attached for further action. Please advise if any step is required from our side.

Regards,

From: ULLAH, Najeeb <nullah@who.int>
Sent: Saturday, December 19, 2020 2:49 PM
To: AKBAR, Shumila <akbars@who.int>
Cc: ALI, Furqan <fuali@who.int>; hareem@ctc.org.pk; AZIZ, Kalsoom <azizk@who.int>; HAMMADI, Rusul Alaa Mohammed Ameen <aminr@who.int>; bayparobaal.yahoo.com@who.int
Subject: Fwd: [EXT] Resignation Letter

Dear Dilbar,

We are really sorry that you have decided to leave job as UCPO UC 08, but we can only respect your will and wish you the best in next endeavor.

We would also like to thank you for your efforts while you were working as UCPO.

We appreciate the early notice and your commitment to hand over your duties as complete as possible.

It is always difficult to replace hardworking and dedicated employee like yourself.

We wish you the best of luck and accept your resignation.

Regards.

----- Forwarded message -----

From: Dilbar <bayparobaal@yahoo.com>
Date: 18 Dec 2020 4:01 pm
Subject: [EXT] Resignation Letter

To: "ULLAH, Najeeb" <nullah@who.int>

Cc:

Dear Sir,

As per our telephonic conversation yesterday, I submit that I need to resign from my position here as UCPO.

I am offered the job of Project Management and after much consideration, I have now decided to accept this job. I feel it is time for a new challenge. Although the higher salary was one factor in my decision, I will also have a greater opportunity to use my degree in MBA Project Management.

It has been a wonderful experience working for WHO. I feel privileged to have been part of such a professional team and will miss all my colleagues.

Thank you very much.

Best Regards,

Dilbar Khan

UCPO

Chip Training & Consulting Pvt Ltd.

Mob: 0321-5541980

Linkdine:pk.linkedin.com/in/dilbarkhan