

Dear Hareem,

Please conduct exit interview and initiate the query in HRIS.

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:** Naila Nizam [mailto:naila@ctc.org.pk]  
**Sent:** Monday, January 11, 2021 1:57 PM  
**To:** 'Ayesha Naeem'  
**Cc:** 'Sarah Farooqui'  
**Subject:** FW: Resignation from the post of District Monitor Lahore

Please do the needful.

**From:** sahreen altaf [mailto:sahreen.altaf@gmail.com]  
**Sent:** Sunday, 10 January 2021 10:34 pm  
**To:** naila@ctc.org.pk  
**Cc:** QURESHI, Muhammad Imran <qureshii@who.int>; Khan, Muhammad Nauman <nakhan@who.int>  
**Subject:** Resignation from the post of District Monitor Lahore

Dear Madam/Sir,

With due respect this is to state here that I am resigning from the subject post due to some domestic & Medical issues I was appointed for the field monitoring but working in the provincial office assisting in TCV campaign Communication and coordination purposes.

My home town is in Faisalabad and I have requested for minor favor only for Friday to leave 1 hour before office time as it's hard to get Travel booking after 4:00 Pm on weekends, my family won't allow me to travel late at night and I am facing personal issues. (issue already shared with reporting officer before joining provincial office) I am also suffering again with Typhoid fever & some other issues doctor recommended proper bed rest and isolation as per contract policy I cannot get any medical favor.

I am unable to carry on my job with the organization please accept my resignation.

With best regards,

Sahreen Altaf