Dear Saqib Sb

                    The reply of Ms Bushra is not satisfectory, so please issue her first warning .

Regards

Dr Mohsin

On 27 Sep 2019 15:43, Saqib Atta <saqib@ctc.org.pk> wrote:

Dear Dr Mohsin & Dr Sohail,

Your feedback is required for further action, please comments.

Regards,

Saqib Atta

Regional Co-ordinator

CHIP Training & Consulting (Pvt) Ltd.

Cell: 0345-5009369

 [www.ctc.org.pk](http://www.ctc.org.pk/)

**From:** Bushra Zahoor [mailto:bushrazahoor15@gmail.com]
**Sent:** Friday, September 27, 2019 3:33 PM
**To:** Saqib Atta
**Cc:** Abid Suhail
**Subject:** Re: Show Cause letter of Bushra Mumtaz

Date:27-09-2019

To [Regional Coordinator]

Subject: Show cause letter for poor performance

Dear Sir,

I am Bushra Mumtaz working as a UCPO at UC-14 Ravi Town, Lahore.

This is with reference to the letter received for poor performance on the job. I have been working hard and try to cope with assigned tasks. However,  Recently, my workload has expanded, and I am often working beyond my job description in the interests of the company. I do appreciate my supervisor putting his trust in my abilities; however, this has led to work-related stress. I am constantly trying to complete tasks on short notice which has affected the quality of my work.

Respected Sir, I am very sorry for my poor performance lately. It`s just that I have faced some problems at job place that has affected my work performance. Please give me a chance so I can prove my worth to the company.

Look forward to your cooperation.

Sincerely,

Bushra Mumtaz

Designation,

UCPO

On 26 Sep 2019 2:31 pm, "Saqib Atta" <saqib@ctc.org.pk> wrote:

Dear Ms Bushra Mumtaz,

Please find attached Show cause letter, read it carefully and respond accordingly. Hard copy will be dispatched on your given postal address.

Regards,

Saqib Atta

Regional Co-ordinator

CHIP Training & Consulting (Pvt) Ltd.

Cell: 0345-5009369

 [www.ctc.org.pk](http://www.ctc.org.pk/)