**To,**

**Saqib Ali Mumtaz**

**Manager Legal and Contracts**

**Chips Training and Consultancy (CTC)**

**November 18th, 2019**

**Subject: Explanation letter on account of unapproved absenteeism**

Respected Sir,

 I am writing in reply to the show cause letter *(REF : EL-Balochistan-013/November/N)* served to me for absenteeism. Sir, on the 13th Nov. I headed to the most remote area of my Union Council name Dolwahi to verify border areas of My UC for Micro Plan for upcoming NID. The area has no cellular coverage. And it took me whole day to verify the borders. Meanwhile, my supervisor called for a meeting but due to no cellular coverage and a time-consuming task of border validation. I couldn’t make to the meeting

Sir, I was on the field all the time that day. I think It was a misunderstanding due to no communication between me and the Supervisor that day.

I admit that I should have apprise my supervisor before heading to the area where there was no cellular coverage. But the task took me more time than I expected and I apologies for this and Inshallah will be careful in future.

Furthermore, I Want to explain that I’m very sincere to my work and my evaluation reports from my Supervisor reflect that.

Regards.

Muhammad Zahid

UCPO NaharKot, Barkhan.

CNIC: 56101-6084281-9