Well acknowledged and accepted with the caution to be exercised in future.

On Jun 4, 2021 13:39, [awais@ctc.org.pk](mailto:awais@ctc.org.pk) wrote:

Dear Mr. Qaesar and Ms. Aniba

Greetings from CTC!!

Please find the below explanation (on account of unapproved absentees) response of Ms. Maira.

Your kind feed back is requested on the below explanation response.

I hope this information meets your requirements should you need any further assistance please let us know

Regards,

Awais Khan

HR Officer

CHIP Training & Consulting (Pvt) Ltd.

Plot 1, Street 9,  G-8/2, Islamabad, Pakistan.

Tel: [+92-51-111-111-920](tel:+92%2051%20111%20111%20920), Cell: Cell:0340-8442573

**From:** Maira Jutt <[mairajutt39@gmail.com](mailto:mairajutt39@gmail.com)>   
**Sent:** Thursday, June 3, 2021 9:28 PM  
**To:** [awais@ctc.org.pk](mailto:awais@ctc.org.pk)  
**Subject:** Re: Explanation of Unapproved Absentees

This letter is my genuine apology for disappearing from the work without informing you beforehand. As a matter of fact, I found myself in circumstances that I couldn't take leaves on time as I was on medical leaves and wanted to extend my leaves but for that I needed to know about my leave balance. For that reason, It got delay and I got marked absent from office.

Once again, I apologize for taking time off from work without notifying the office. And You won't find this kind of behavior in the future.

Sincerely,

Maira Aslam

UCPO UC 145 Nishtar town Lahore

On Wed, Jun 2, 2021, 6:36 PM <[awais@ctc.org.pk](mailto:awais@ctc.org.pk)> wrote:

Dear Ms. Maira

Greetings from CTC!

Please find the attached explanation letter on account of unapproved absentees as UCPO- UC-145 Nishtar Town Lahore. You are requested to replay in stipulated time mentioned in the attached letter.

I hope this information meets your requirements should you need any further assistance please let us know.

Regards,

Awais Khan

HR Officer

CHIP Training & Consulting (Pvt) Ltd.

Plot 1, Street 9,  G-8/2, Islamabad, Pakistan.

Tel: [+92-51-111-111-920](tel:+92%2051%20111%20111%20920), Cell: Cell:0340-8442573