

To,
Naila Nizam.
Project Manager.

Subject: respond to explanation letter of
unapproved absenteeism.

Dear Madam,

Reference to the explanation letter on 6th January [2020](#) it is to bring into your kind notice that on [23rd](#) December i was present in filed and shair my data to PDA mardan. On [24th](#) date i was in camposing center for prapairing refusals lists in soft form because [25th](#) was the last date for sharing the lists.I attached the snapshot of [23rd](#) and [24th](#) date data massges. Due to burden of work i mistakenly not record my attendance in office for which i really apologize..

On [30th](#) i was present and also record my attendance in register and on [31th](#) i informed dr Fahad on through msg from death of my aunty which msg i attached and submitted my leave application in office through ms Shaheen ucpo...