

---

**Fwd: [EXT] FW: Job Resignation**

---

**Naveed Haider** <naveedhaider.ctc@gmail.com>

Wed, Feb 2, 2022 at 11:28 AM

To: "SEID, Zahra" &lt;seidz@who.int&gt;

Cc: "ALI, Asif" &lt;asifa@who.int&gt;, "DURRANI, Saima" &lt;durrani@who.int&gt;, Faysal &lt;faysal@ctc.org.pk&gt;, "naila@ctc.org.pk" &lt;naila@ctc.org.pk&gt;, "UDDIN, Farhaj" &lt;sheikhf@who.int&gt;

Very well noted

CTC will issue him a contract closure letter on account of violation of the resignation policy.

On Fri, Jan 28, 2022 at 12:20 AM SEID, Zahra <seidz@who.int> wrote:

Dear Naveed

Please follow the regulation ( one month notice ) and go ahead with the process

Best Regards,

Zahra

---

**From:** Naveed Haider <naveedhaider.ctc@gmail.com>**Sent:** Friday, 28 January 2022 2:57 AM**To:** ALI, Asif <asifa@who.int>**Cc:** SEID, Zahra <seidz@who.int>; DURRANI, Saima <durrani@who.int>; Faysal <faysal@ctc.org.pk>; naila@ctc.org.pk; UDDIN, Farhaj <sheikhf@who.int>**Subject:** Re: [EXT] FW: Job Resignation

Dear Dr Asif,

In the continuation to the email, the resignation policy is as below for your reference.

## 5.2. Resignation

Any employee who has completed their probation period may resign from the service of the company after providing one month's prior notice in writing or, in lieu of notice, pay to the Company an amount equal to one month's gross pay for the notice period and settle all dues and return all properties of the Company.

On Wed, Jan 26, 2022 at 4:50 AM UDDIN, Farhaj <sheikhf@who.int> wrote:

Dear Asif,

Thank you for putting me in loop , if its approved by provincial leads and policy is felxiable enough, i dont have any objection, if CTC is reducing the notice period of out going UCPO, furthuremore, these matters

must be discussed with Area coordinator before escalating to provincial office & this has been noticed in past as well , i get the information from my IO instead by CTC

It will be good if all the matters are discussed with Area Coordinator before escalation

Regards

**Dr.Farhajuddin Shaikh**

MBBS,MSPH,MPM

Area Coordinator, District Central

Global Polio Eradication Initiative

Sindh, Pakistan

03319363228

Email. [sheikhf@who.int](mailto:sheikhf@who.int)



---

**From:** ALI, Asif <[asifa@who.int](mailto:asifa@who.int)>  
**Sent:** Wednesday, January 26, 2022 5:29 PM  
**To:** [Naveedhaider.ctc@gmail.com](mailto:Naveedhaider.ctc@gmail.com) <[naveedhaider.ctc@gmail.com](mailto:naveedhaider.ctc@gmail.com)>  
**Cc:** SEID, Zahra <[seidz@who.int](mailto:seidz@who.int)>; DURRANI, Saima <[durrانى@who.int](mailto:durrانى@who.int)>; Faysal <[faysal@ctc.org.pk](mailto:faysal@ctc.org.pk)>; [naila@ctc.org.pk](mailto:naila@ctc.org.pk) <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; UDDIN, Farhaj <[sheikhf@who.int](mailto:sheikhf@who.int)>  
**Subject:** Fwd: [EXT] FW: Job Resignation

Dear Mr. Naveed,

Thanks for sharing the update. Kindly, keep the Area Coordinator in cc in all communications related to his or her area of assignment.

I am copying the AC Central for his remarks. Based on the performance of the UCPO and his leave balance his notice period can be shortened if policy allows and with final Approval of PTL sindh. lets listen AC first in this regard

Regards

Asif

[Get Outlook for Android](#)

---

**From:** Naveed Haider <[naveed@ctc.org.pk](mailto:naveed@ctc.org.pk)>  
**Sent:** Thursday, January 27, 2022 6:05:54 AM  
**To:** DURRANI, Saima <[durrانى@who.int](mailto:durrانى@who.int)>  
**Cc:** ALI, Asif <[asifa@who.int](mailto:asifa@who.int)>; [naila@ctc.org.pk](mailto:naila@ctc.org.pk) <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; [faysal@ctc.org.pk](mailto:faysal@ctc.org.pk) <[faysal@ctc.org.pk](mailto:faysal@ctc.org.pk)>  
**Subject:** [EXT] FW: Job Resignation

Dear Ms Saima,

It is to bring into your kind notice that UCPO Mr Owais Ahmed, District Central Karachi is resigning from his position and mentioning 31<sup>st</sup> as his last working day as he is going abroad for work for good opportunity on 4<sup>th</sup> Feb as mentioning below in his email.

As per SOP he needs to serve one month notice period. He has requested to wave off his notice period.

Your kind feedback is requested in the above subject matter.

Regards,

Naveed Haider

Project Officer-PTPP

CTC - Sindh

Cell: 03408444500

---

**From:** Owais Ahmed [mailto:[owais.ahmed1092@gmail.com](mailto:owais.ahmed1092@gmail.com)]

**Sent:** Wednesday, January 26, 2022 2:30 AM

**To:** [naveed@ctc.org.pk](mailto:naveed@ctc.org.pk)

**Cc:** [shabana\\_farhan@hotmail.com](mailto:shabana_farhan@hotmail.com); [Siddiquif@who.int](mailto:Siddiquif@who.int); [sheikh@who.int](mailto:sheikh@who.int)

**Subject:** Job Resignation

Dear HR,

As you know that I have been working in this program since 2016 as UCPO. During my period, I have exile and achieved targets and assignment given to me which can be verified from my supervisor. I have applied for abroad work and selected

As I received email from UAE earlier last days where I have been to join on 4th Feb. thus, I have to process and preparation documentation and other requirement on priority.

I therefore, request your kind honor that please accept this letter as my resignation and wave me notice period of 15 days. I will be able to work till 31st Jan 2022.

Keep in view my work experience and dedication, I humbly request to wave my notice period and my resignation accepted from the post of UCPO.

It would be grateful, If I would be given experience certificate earlier so that documentation can be processed timely for my next job.

Thank you

--

Regards,

Naveed Haider

Project Officer

CTC - Sindh

Cell: 03408444500

--

Regards,

Naveed Haider

Project Officer

CTC - Sindh

Cell: 03408444500