

Dear Sir/ Madam,

I am writing in response to the show cause letter issued to me regarding poor performance and casual attitude towards my job on 3rd March, 2022. 1st of all, there are 87 teams, 3 UCMOs and 15 AICs in my UC. No doubt this is a huge and vast UC. Some HR issues are also there. In this campaign some teams change or left their area by themselves without informing anyone that caused the issues. Later I also identified such area of some teams and covered it. I apologize for all my another negligences mentioned in the letter. I assure you that I will improve my performance and such attitude will not be repeated again.

Yours truly,  
Maira Aslam  
UCPO UC 145 Nishtar Town Lahore

On Thu, Mar 3, 2022, 10:37 AM Raazia <[raazia.rehman@ctc.org.pk](mailto:raazia.rehman@ctc.org.pk)> wrote:

Dear Maira,

This is with reference to the complaint we received regarding you about poor performance in your capacity as UCPO. Please find the attached Show Cause Letter and share your response within the stipulated time.

Please acknowledge this email.

Looking forward to your prompt response.

Regards,

**Syeda Raazia Rehman**

Project Associate

CHIP Training & Consulting