

Oct 10th, 2022

Mr. Muhammad Ishaq.,  
CNIC # 1730150839579,  
UCPO - Khalsa 2,  
Peshawar - KPK.

Subject: Final Warning Letter on account of Professional Misconduct

Dear Muhammad Ishaq.,

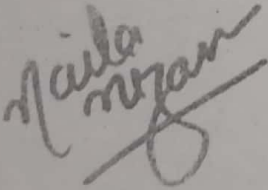
This is with reference to the complaint received dated Sep 19th, 2022 regarding your Professional Misconduct in your capacity as Union Council Polio Officer (UCPO) at Khalsa 2 - City - Peshawar.

It is hereby to inform you that a detailed inquiry has been conducted on the complaint reported against you. Keeping in view the statements and evidence acquired in this regard and the investigation report's finding, you have been found guilty of exhibiting highly unprofessional behavior with your coworkers. As per policy, an unprofessional attitude with staff is serious misconduct. You have violated the rules of the organization which shows your lack of professional ethics thus rendering you liable for stern disciplinary action.

The gravity of negligence committed by you is such that it warrants severe punishment but a lenient view is taken this time and a final warning is awarded to you. Please note that this final warning letter will remain active in your personal files for the next three months and your attendance will be closely monitored by your supervisors during the said period.

Please note that this is the last and final warning and if any negligence of such nature is reported in the future, your employment contract will be terminated with immediate effect.

Regards



HR Department  
CHIP Training & Consulting

CC;

Personal File.

**CHIP TRAINING & CONSULTING (PVT) LTD**

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