

Date: 04-11-2022

HR Department
CHIP Training & Consulting

Subject: Explanation letter for showing account lobbying and grouping

Respected sir,

I have received a warning letter from the company in which I have been asked to explain as to why I have remained careless towards my office duties. Therefore, I am writing this explanation letter in response to that warning letter.

I am very ashamed for creating this whatsapp group but it is created on the request of our ex Supervisor (Khawaja Moeed) and he made the all the safety warden joins this group. He told us that this group is being formed for this reason. Any question you guys have any problem you guys have you can ask me is this group.

They told us that you often message in the official whatsapp group because of which our seniors are annoyed by me and you can ask all the team members, I have never messaged in this group about this project

I assure you that this will not happen again. Please pardon me this time.

Hafiz Mubbashar
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