

Jan 6th, 2023



Mr. Noor Salam,
CNIC # 2120102567251,
UCPO - Speen Qabar,
Khyber - KPK.

Subject: Explanation Letter on account of Absenteeism

Dear Noor Salam,

This is with reference to the complaint received dated Jan 1st, 2023, regarding your absenteeism in your capacity as Union Council Polio Officer (UCPO) at Speen Qabar - Bara - Khyber.

It has been reported that you are not serious about your job responsibilities and taking the same in a very casual and unprofessional manner. You were absent from area supervisor training on 30th December 2022 without any prior approval from the concerned authorities. As per policy, absenteeism is serious misconduct. Your absenteeism clearly shows your irresponsible attitude towards your job and lack of commitment to the noble cause of polio eradication thus warrant explanation.

Hence, the undersigned hereby calls upon your explanation within 48 hours from the date of receipt of this letter that why appropriate disciplinary action should not be taken against you for the above omission.

Please take note that if a satisfactory response is not received within the stipulated time, the management will proceed in the light of available material under the assumption that you are guilty of the said omissions and have no plausible explanation to offer in your defense.

Regards

A handwritten signature in black ink, appearing to read 'Niyah', with a horizontal line underneath it.

HR Department
CHIP Training & Consulting

CC.

Personal File.

CHIP Training & Consulting (PVT) LTD.

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