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**From:** barkat.ali@chipconsulting.org  
**Sent:** Wednesday, January 18, 2023 12:56 PM  
**To:** Hina Qureshi  
**Cc:** Rehanamansha; Rehanamansha494; Sundas Tariq  
**Subject:** uninformed absent from duty of SW Ammar

R/Ma'am

This is to inform you that SW Ammar is absent from his duty without any information, there is continuous behavior observed from him last time on 31-Dec-2023, I verbally warn him but he is not improving his without information absenteeism, please take this on record and process as per HR policy.

Thank you  
Barkat Ali