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Re: Explanation Letter

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From **Sufiyan Younas**
 To **hina.queshi@chipconsulting.org**
 Date **2023-01-29 19:32**

Dear Sir/Madam

I'm sufian younas. I'm performing my duties as safety warden at crescent petroleum Faisalabad. I was reach late to the site many times and many times I requested my supervisor and explain the reason why i came late but he doesn't understand. Actually my distance from home to the site is almost 35 km. I leave home at 7 o'clock daily to reach my site. Due to weather conditions and long distance i reaches my site 15 to 20 minutes late. But on the other hand i request my supervisor i give extra time to my site after 4 o'clock. One more condition i tell my supervisor that i can give 15 to 20 minutes to my site from my break time but he denies every time. My uniform is complete you can check it through CCTV. On the other hand my behavior is humble and respectful with my supervisor. I will try my best to solve my genuine issues. I work very hard to push my site at the top of Faisalabad you can check it on CCTV. I give my 100% to my site for the sake of earn rizq halal. Kindly give me some relaxation in time so that I perform my duties in my social life and also at my work. I am very hopeful that the organization should cooperate with me.

Your sincerely,
 Sufian Younas

On Fri, Jan 27, 2023, 6:06 PM <hina.queshi@chipconsulting.org> wrote:

Dear Mr Sufiyan Younus

This is with reference to the complaint we received regarding your Unprofessional Attitude in your capacity as Safety Warden. Please find attached Explanation Letter and share your response within 48 hours.

Looking forward to your prompt response.

Regards

Hina Qureshi

Project Associate

CHIP Training & Consulting (Pvt) Ltd.

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