

**From:** Muhammad Farooq [mailto:farooqmallana99@gmail.com]  
**Sent:** Thursday, 16 March 2023 4:27 am  
**To:** javeria.khattak@chipconsulting.org  
**Subject:** Re: Explanation Letter

On Tue, Mar 14, 2023, 11:32 AM <[javeria.khattak@chipconsulting.org](mailto:javeria.khattak@chipconsulting.org)> wrote:

Mr. Muhammad Farooq,

This is with reference to the complaint we have received regarding absenteeism . Please find attached the explanation letter and share your response within 48 hours.

Looking forward to your prompt response.

**Regards,**

**Javeria Khattak**

**Project Associate**

**CHIP Training & Consulting (Pvt) Ltd.**

**Cell: 03497760743**

may peace be upon you

It is a polite request that my mother's condition worsened during the night due to which I had to go to the tank suddenly and in a hurry I could not inform my IO and on 14/02/23 which was our Tehsil level meeting. I couldn't

Attand for which I am sorry so it won't be a similar mistake  
in the future

Your Obidently

Muhammad Farooq UCPO Malana

Dated 16/3/2023