

From: Shah Faisal [mailto:faisaltelecom926@gmail.com]

Sent: Tuesday, March 14, 2023 9:04 AM

To: Sabeen.khan@chipconsulting.org

Subject: Response to Explanation letter

To

HR Department

Chip Training and Consulting

PVT limited

Subject : Response to Explanation letter.

R/ Madam,

I hope you are doing well.I am shah faisal UCPO from UC Musazai Tehsil Saddar District Peshawar.

We were told in the SOP Session/ Attendance Module Session that you can apply for Leave in this newly launched app.

You had also told that we can easily take leave by using the app.

Accordingly My pervious Leave which I had taken through the new app was endorsed in the app.

Now this time I have taken Leave through Properly channel but it has not been endorsed.

I have also send email to TDO about Leave and app too.

The IO position is Vacant from One month and AC had gone for Umrah.

Our first line Supervisor in Peshawar is TDO and I discuss all the Concerning matters with her.

Please Except my one day Leave because I have taken it According to your directions which you have given in the SOP Session.

Sudden illness OR Emergency can occur it any time with out warning.

So I took the Leave because I was suffering from severe ankles sprain, due to Hypertension, headache, vomiting and vertigo.

With kindest Regards

Shah faisal UCPO

Uc Musazai Saddar

Block Peshawar