

**From:** Rana Taimoor <taimoor013@gmail.com>  
**Sent:** Saturday, March 11, 2023 4:46 PM  
**To:** [hina.queshi@chipconsulting.org](mailto:hina.queshi@chipconsulting.org)  
**Cc:** Sarah Farooqui; [majid@chipconsulting.org](mailto:majid@chipconsulting.org); [rehanamansha@ctc.org.pk](mailto:rehanamansha@ctc.org.pk); Sundas Tariq; [Syedraza.abbas@chipconsulting.org](mailto:Syedraza.abbas@chipconsulting.org)  
**Subject:** Re: Explanation Letter

Respected madam,

I want to clarify my late coming reason that i went to college for admission and some paperwork but got late and couldn't inform anyone because i thought i would reach to work on time unfortunately I couldn't so i am extremely shameful and I apologize for my non serious attitude. I assure you that i will try my best never to get late and if someday i am late i will inform the management right away. Hope this time my mistake will be forgiven. Thank you

Regards,

Taimoor Hussain

Sent from my Huawei phone

----- Original message -----

**From:** [hina.queshi@chipconsulting.org](mailto:hina.queshi@chipconsulting.org)  
**Date:** Fri, 10 Mar 2023, 6:10 PM  
**To:** [taimoor013@gmail.com](mailto:taimoor013@gmail.com)  
**Cc:** Sarah Farooqui <[sarah@chipconsulting.org](mailto:sarah@chipconsulting.org)>, [majid@chipconsulting.org](mailto:majid@chipconsulting.org), [rehanamansha@ctc.org.pk](mailto:rehanamansha@ctc.org.pk), Sundas Tariq <[sundas.tariq@chipconsulting.org](mailto:sundas.tariq@chipconsulting.org)>, [Syedraza.abbas@chipconsulting.org](mailto:Syedraza.abbas@chipconsulting.org)  
**Subject:** Explanation Letter

Dear Mr Taimoor Hussain

This is with reference to the complaint we received regarding your Tardiness and Late Coming 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

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