Dear Saqib,

Please go ahead with many thanks.

Regards,

**From:** Saqib Atta <saqib@ctc.org.pk>
**Sent:** Wednesday, February 19, 2020 12:17 PM
**To:** HAMMADI, Rusul <aminr@who.int>
**Cc:** naila@ctc.org.pk; FAROOQ, Zainab <farooqz@who.int>; AZIZ, Kalsoom <azizk@who.int>
**Subject:** FW: Apology Letter for deficiency in Micro Plan.

Respected Rusul Amin,

UCPO Akbar abbas was issued explanation on failure of micro plan, Dr Mohsin (AC) is not satisfied with response of UCPO Akbar against the explanation. This will lead to warning letter, your comments/approval required for further process.

Regards,

Saqib Atta

Regional Co-ordinator

CHIP Training & Consulting (Pvt) Ltd.

Cell: 0345-5009369

 [www.ctc.org.pk](http://www.ctc.org.pk/)

**From:** ALVI, Mohsin Rafique [mailto:alvim@who.int]
**Sent:** Wednesday, February 19, 2020 11:15 AM
**To:** Saqib Atta
**Cc:** ALAM, Muhammad; QASIM, Areej; FAROOQ, Zainab; naila@ctc.org.pk; HAMMADI, Rusul
**Subject:** RE: Apology Letter for deficiency in Micro Plan.

Dear Saqib Sb

        Explanation of Mr Akbar is not satisfectory .Please issue him first warning letter please.

Regards

Dr Mohsin

AC WHO

Lahore

On 19 Feb 2020 10:15 am, Saqib Atta <saqib@ctc.org.pk> wrote:

Dear Dr Mohsin,

Please comments on UCPO Akbar Abbas response against explanation for further action.

Regards,

Saqib Atta

Regional Co-ordinator

CHIP Training & Consulting (Pvt) Ltd.

Cell: 0345-5009369

 [www.ctc.org.pk](http://www.ctc.org.pk/)

**From:** Saqib Atta [mailto:saqib@ctc.org.pk]
**Sent:** Monday, February 17, 2020 3:30 PM
**To:** alvim@who.int
**Cc:** 'ALAM, Muhammad'; 'QASIM, Areej'; 'farooqz@who.int'; 'naila@ctc.org.pk'; 'HAMMADI, Rusul'
**Subject:** RE: Apology Letter for deficiency in Micro Plan.

Dear Dr Mohsin,

Please Comments on UCPO Akbar Abbas Response. If the response is “unsatisfactory” it will lead to warning letter.

Regards,

Saqib Atta

Regional Co-ordinator

CHIP Training & Consulting (Pvt) Ltd.

Cell: 0345-5009369

 [www.ctc.org.pk](http://www.ctc.org.pk/)

**From:** Akbar Abbas [mailto:akbarabbas4444@gmail.com]
**Sent:** Monday, February 17, 2020 3:27 PM
**To:** Saqib Atta
**Cc:** ALAM, Muhammad; QASIM, Areej; farooqz@who.int; alvim@who.int; naila@ctc.org.pk; HAMMADI, Rusul
**Subject:** Apology Letter for deficiency in Micro Plan.

Respected Sir/Madam

I am writing this letter to express my deepest apologies to you for the deficiency in  Micro Plans. I have realized that my performance was not matching with the needed standards and I really need to work on it. Please accept my sincerest apologies for the poor conduct and lack of sincerity in submitting a qualitative micro plans on time.

For the last few weeks, l am facing some serious personal problems in the family which have also affected my professional life and performance at the workplace. But now I request you to please give me one chance and I will work to the best of my capability towards the growth of the organization. I will surely keep all the suggestions in mind that has been given by the higher management.

I promise that I will put best efforts to prove my work to you and assure you that you will not get any more complaints from my side. Hope you will accept my apologies and give me another chance to prove myself.

Your's Sincerely,

Akbar Abass

UCPO- UC-26 Ravi town.

On Mon, 17 Feb 2020, 3:16 pm Saqib Atta, <saqib@ctc.org.pk> wrote:

Dear Akbar Abbas,

Please fins attached the explanation letter, read it carefully and response accordingly. Hard Copy will be dispatched on your given postal address.

Regards,

Saqib Atta

Regional Co-ordinator

CHIP Training & Consulting (Pvt) Ltd.

Cell: 0345-5009369

 [www.ctc.org.pk](http://www.ctc.org.pk/)