

From: asad pitafi <asadpitafi34@gmail.com>
Sent: Wednesday, March 15, 2023 9:03 PM
To: hina.queshi@chipconsulting.org
Cc: Sarah Farooqui; majid@chipconsulting.org; rehanamansha@ctc.org.pk; Sundas Tariq; Abrar Hussain
Subject: Re: Explanation Letter

Dear Sir, I would like to submit my sincere apology for reaching late at work. Due to some motorbike issue on the way to from home to office.

I am extremely sorry for not being able to make at work on time and I ensure that I don't repeat such thing in future.

Thank you very much.

Sincerely,
Muhammed Asad
Safety Warden
Shell Battleaxe
Lahore, Cantt

On Fri, 10 Mar 2023, 18:07 , <hina.queshi@chipconsulting.org> wrote:

Dear Mr Muhammad Asad

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

CHIP Training & Consulting (Pvt) Ltd.

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