

Mar 13th, 2023



Mr. Muhammad Tufail,  
CNIC # 1720182797949,  
UCPO - Surezai Bala,  
Peshawar - KPK.

**Subject: Explanation letter on account of absenteeism during ordinary days,**

Dear Muhammad Tufail,

This is with reference to the complaint received dated March 10th, 2023, regarding your absenteeism during ordinary days in your capacity as Union Council Polio Officer (UCPO) at Surezai Bala - Saddar - Peshawar.

It has been reported that you are not serious about your job responsibilities and taking the same in a very casual and unprofessional manner. You were absent from the site on 6th March 2023 without showing any sufficient cause or prior approval from the concerned authorities. As per policy, absenteeism is serious misconduct. Your absenteeism clearly shows your irresponsible attitude towards your job and lack of commitment to the noble cause of polio eradication thus warrant explanation.

Hence, the undersigned hereby calls upon your explanation within 48 hours from the date of receipt of this letter that why appropriate disciplinary action should not be taken against you for the above omission.

Please take note that if a satisfactory response is not received within the stipulated time, the management will proceed in the light of available material under the assumption that you are guilty of the said omissions and have no plausible explanation to offer in your defense.

Regards

A handwritten signature in black ink, appearing to read 'Ziyah', with a horizontal line drawn underneath it.

HR Department  
CHIP Training & Consulting

CC;  
Personal File.

**CHIP Training & Consulting (PVT) LTD.**

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