

Apr 5th, 2023



Mr. Shehzad Umer,

CNIC # 3520253751553,

Safety warden - NA,
Sheikhupura - Punjab.

Subject: Explanation Letter on account of Unprofessional conduct and data fudging.

Dear Shehzad Umer,

This is with reference to the complaint received dated Apr 5th, 2023 regarding unprofessional conduct and data fudging in your capacity as Safety warden at NA - NA - Sheikhupura.

It has been reported that you have been consistently showing unprofessional attitude towards your job as the safety warden. You have been consistently sharing fake data despite regular verbal reminders. You have also been involved in data fudging and poor professional conduct.

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 satisfactory response is not received within 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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