

sobia.shafiq@chipconsulting.org

From: syedraza.abbas@chipconsulting.org
Sent: Wednesday, April 12, 2023 5:15 AM
To: sobia.shafiq@chipconsulting.org
Cc: rehanamansha@ctc.org
Subject: RE: Explanation Required

Miss Sobia,

This is to inform you that SW Qasim was again absent yesterday dated 11 April 2023 with same excuses. He is continuously violating SOP's.

As per our discussion kindly take further action.

Regards
Raza Abbas

From: sobia.shafiq@chipconsulting.org [mailto:sobia.shafiq@chipconsulting.org]
Sent: Monday, April 10, 2023 12:11 PM
To: work.mqasim22@gmail.com
Cc: 'syedraza.abbas@chipconsulting.org' <Syedraza.abbas@chipconsulting.org>; rehanamansha@ctc.org
Subject: RE: Explanation Required

Dear Mr Qasim,

Please find attached your warning letter for the continuous violation of the SOPs at your job as the Safety warden.

Regards,
Sobia Shafiq
Project Officer
CHIP Training and Consulting
Plot 1, Street 9, G-8/2, Islamabad, Pakistan.

From: syedraza.abbas@chipconsulting.org [mailto:Syedraza.abbas@chipconsulting.org]
Sent: Monday, April 10, 2023 11:46 AM
To: sobia.shafiq@chipconsulting.org
Cc: rehanamansha@ctc.org.pk
Subject: RE: Explanation Required

Miss Sobia,

Below mention remarks from SW Muhammad Qasim are not satisfactory, already given him multiple verbal warnings but he has continuously violated SOP's.

I request you to kindly issue warning letter.

Regards
Raza Abbas

From: Mohammad Qasim [<mailto:work.mqasim22@gmail.com>]
Sent: Sunday, April 9, 2023 6:19 AM
To: sobia.shafiq@chipconsulting.org
Cc: rehanamansha@ctc.org; syedraza.abbas@chipconsulting.org
Subject: Re: Explanation Required

Dear Madam,

I hope you are doing well. Due to my ailment, I couldn't come regularly and i accepted my mistake that i could not inform my supervisor Sir Raza Abbas Sb, now my health is really good. I will never make that mistake again. Please accept my apologies.

I also send my reports and you can please check the attachment.

Really sorry again.

Thank you

Regards,

Mohammad Qasim
[Show quoted text](#)

On Fri, 7 Apr 2023, 11:20 AM , <sobia.shafiq@chipconsulting.org> wrote:

Dear Qasim,

You are required to submit an explanation regarding your consistent unprofessional behavior at your job.

Regards,

Sobia Shafiq

Project Officer

CHIP Training and Consulting

Plot 1, Street 9, G-8/2, Islamabad, Pakistan.