

From: 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.