

From: syedraza.abbas@chipconsulting.org
Sent: Wednesday, April 26, 2023 4:22 PM
To: sobia.shafiq@chipconsulting.org
Cc: rehanamansha@ctc.org.pk; rehanamansha@ctc.org
Subject: RE: Explanation letter on account of Absenteeism

Miss Sobia,

Not satisfied with the explanation of SW asad, kindly issue warning letter.

Regards
Raza Abbas

From: asad pitafi [mailto:asadpitafi34@gmail.com]
Sent: Thursday, April 20, 2023 3:07 PM
To: sobia.shafiq@chipconsulting.org
Cc: syedraza.abbas@chipconsulting.org; rehanamansha@ctc.org.pk
Subject: Re: Explanation letter on account of Absenteeism

Dera Madam,

I hope this email finds you well. I am writing to explain you about my absence on April 14, 2023. This is to inform you that unfortunately I was sick and couldn't be able to inform my supervisor early morning but i informed him on the same day at 10:30am.

Thank you very much for your understanding and support.

Yours sincerely,

Muhammad Asad
Safety Warden
Battle Axe
Shami road, Lahore
Cell:+92-314-9966364

On Mon, 17 Apr 2023, 15:53 , <sobia.shafiq@chipconsulting.org> wrote:

Dear Asad,

Please find attached your explanation letter on account of your absenteeism from your duty.

Regards,

Sobia Shafiq

Project Officer

CHIP Training and Consulting

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