

**From:** Syedraza.abbas@chipconsulting.org  
**Sent:** Thursday, May 25, 2023 12:31 PM  
**To:** sobia.shafiq@chipconsulting.org  
**Cc:** 'Rehana Mansha'  
**Subject:** EXPLANATION REQUIRED

Miss Sobia,

This is to inform you following SW has performance and attitude issue, during my multiple visits it has been observed that SW is not interacting with customers, he was found sitting in manager room during his duty timings also trainer has complained regarding his absence. Based upon his negligence kindly issue warning letter.

Ship to	Site Name	City/Territory	Region	SW Name	Cell Number	
10041099	Shad Bagh Petroleum Service	Lahore West	Lahore	Taimoor Hussain	0320-8487983	ta

Regards  
Raza Abbas