

**From:** isohailahmedCTC <sohail.ahmed@chipconsulting.org>  
**Sent:** Wednesday, May 24, 2023 11:27 PM  
**To:** sobia.shafiq@chipconsulting.org  
**Subject:** SW-Muntazir mehdi exceed from paid leaves and Mark Absent

Dear Sobia,

It is to inform you that SW-Muntazir Mehdi (12645511-AL hamd filling station) Nawabshah territory is exceed from his paid/Quarter leaves. According to record his 3 days salary will be deducted in month of may-2023.

Record of April-2023:

03/04/2023 full day paid leave  
04/04/2023 full day paid leave  
20/04/2023 half day paid leave

Record of May-2023:

08/05/2023 full day paid leave  
15/05/2023 full day paid leave  
16/05/2023 full day paid leave (half day salary deduct)  
23/05/2023 absent mark  
24/05/2023 absent mark

The above record is given you to kindly put in system and to get well informed of SW-Muntazir leaves record.

Thanks

Regards  
Supervisor

Sent from Mail for Windows



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