

From: Babar Shakir [mailto:babar.apex@gmail.com]
Sent: Wednesday, May 24, 2023 4:30 PM
To: muhammadmuslehuddin@chipconsulting.org
Cc: KHAN, Saifullah <skhan@who.int>; KHURSHID, Muhammad Naveed <khurshidm@who.int>; Naila Nizam <naila.nizam@chipconsulting.org>; sundas.tariq@chipconsulting.org; javeria.khattak@chipconsulting.org; Sabeen.khan@chipconsulting.org; Dear <m.imtikhalil@gmail.com>
Subject: Re: Explanation Letter on account of Tardiness (Late Attendance)

Respected sir

I hope this email finds you well. I am writing in response to the explanation letter I received regarding my late arrival to Mop Up activity on 18 May 2023 to Hayat abad 1. I deeply regret any inconvenience caused by my tardiness, and I would like to provide further clarification regarding the circumstances that led to my delay.

On the mentioned date, I encountered an unexpected issue with my motorbike while commuting to Hayat abad 1 from my host UC Kakshal-1. I experienced a mechanical failure that required immediate attention from a technician. Unfortunately, this unforeseen incident significantly delayed my arrival, and missed the morning meeting.

I understand the importance of punctuality and the impact it has on both my colleagues and the overall productivity of the department. I sincerely apologize for any disruption caused by this incident.

Once again, I apologize for any inconvenience caused, i will be more careful in the future and I appreciate your time and attention to this matter.

Thank you

Sincerely,

Babar Ali Shakir UCPO Kakshal-1

On Wed, 24 May 2023, 1:31 pm , <muhammadmuslehuddin@chipconsulting.org> wrote:

Mr. Babar Ali Shakir,

This is with reference to the complaint received against you on account of Tardiness (Late Attendance). Please find the attached Explanation Letter and share your response within 48 hours. Looking forward to your prompt response.

Best Regards,

**MUHAMMAD MUSLEHUDDIN
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