

Jan 3rd, 2023



Mr. Sohail Ahmed,
CNIC # 1730163003615,
UCPO - Palosi,
Peshawar - KPK.

Subject: Final Warning Letter on account of Unprofessional Attitude.

Dear Sohail Ahmed,

This is with reference to the complaint received dated Nov 22nd, 2022, regarding your unprofessional attitude in your capacity as Union Council Polio Officer (UCPO) at Palosi - City - Peshawar.

It is hereby to inform you that your response to the explanation letter was reviewed and found to be unsatisfactory. You were found absent from your duty on 11- November 2022 without showing any sufficient cause or taking prior approval from your supervisor. In addition to that, you failed to report at the time of team deployment to your duty station. You showed negligence towards TORs because team deployment is one of your prime responsibilities. You have already been issued a warning letter in the past but you have shown no improvement so far. As per policy, your aforementioned act falls within the purview of gross misconduct which shows your delinquency and willingness to compromise the esteemed standards of the organization thus rendering you liable for stern disciplinary action.

The gravity of negligence committed by you is such that it warrants severe punishment but a lenient view is taken this time and a final warning is awarded to you. Please note that this final warning letter will remain active in your personal files for the next three months and your attitude will be closely monitored by your supervisor during the said period.

Please note that this is the last and final warning and if any negligence of such nature is reported in the future, your employment contract will be terminated with immediate effect.

Regards

A handwritten signature in black ink that reads "Jiyah". The signature is written in a cursive style and is underlined with a single horizontal stroke.

HR Department
CHIP Training & Consulting

CC.

Personal File.

CHIP Training & Consulting (PVT) LTD.

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