

[CTC - HRO - - Disciplinary - 7.8.7-g-011 - IF/NN/SS]
[Explanation Letter - Punjab - Apr-2023]

Ref: EL-Punjab-047/April/O

Apr 18th, 2023



Mr. Muhammad Sheraz,
CNIC # 3410162018883,
Safety warden,
Gujranwala - Punjab.

Subject: Explanation Letter on account of Absenteeism during ordinary days.

Dear Muhammad Sheraz,

This is with reference to the complaint received dated Apr 18th, 2023 regarding absenteeism during ordinary days in your capacity as Safety warden at - Gujranwala.

It has been reported that your attitude towards your job responsibilities is highly casual and nonserious. You remained absent from the site on 14th of April without any information or prior approval by your supervisor. Your actions are against the rule of the program and show your lack of interest in your job responsibilities thus you have been issued an official explanation for your behavior at the violation of the SOPs.

Hence, the undersigned hereby calls upon your explanation within 48 hours from the date of receipt of this letter that why appropriate disciplinary action should not be taken against you for the above omission.

Please take note that if satisfactory response is not received within stipulated time, the management will proceed in the light of available material under the assumption that you are guilty of the said omissions and have no plausible explanation to offer in your defense.

Regards

A handwritten signature in black ink that reads 'Nijah' with a horizontal line underneath.

HR Department
CHIP Training & Consulting

CC;
Personal File.

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