

Jun 9th, 2023



Mr. Faraz Ahmed,  
CNIC # 4250176154895,  
Safety warden,  
East Karachi - Sindh.

**Subject: Final Warning Letter on account of Misuse of Authority.**

Dear Faraz Ahmed,

This is with reference to the complaint received dated Jun 9th, 2023 regarding misuse of authority in your capacity as Safety warden at Gadap - East Karachi.

It is to inform you that you have failed to provide a satisfactory response to the showcause issued to you. You are not serious about your job responsibilities and taking the same in a very casual way. You have been found fueling in your bike yourself. You have already been informed during training and meetings regarding the prohibition of nozzle usage. The above-mentioned act indicates your casual attitude towards your job. Your actions are against the rules of the program and show your lack of interest in your job responsibilities thus warrant an explanation.

The above-mentioned acts fall within the purview of "Professional Negligence" and shows your delinquency and willingness to compromise the esteemed standards of the organization.

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

Please note that this is the last and final warning and if any negligence of such nature is reported in 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.

**ISLAMABAD OFFICE:**  
CTC HOUSE, PLOT # 1, (FAYYAZ MARKET)  
ST # 9, G-8/2, ISLAMABAD  
PAKISTAN 44000 - PAKISTAN

**ABUJA OFFICE:**  
1 CANS PARK IBRAHIM BADAMOSHI  
BABANGIDA BOULEVARD,  
MAITAMA, ABUJATEL, NIGERIA

**LONDON OFFICE:**  
OFFICE 5 FLOOR 5  
21 KNIGHTSBRIDGE  
LONDON SW1X 7LY

[www.chipconsulting.org](http://www.chipconsulting.org)