

Dated: 10-12-2021

Ref # KHI/APD-0667/10-12-2021/1

To,

Name: Ms. Rumaisa Saleem D/O Abdul Saleem

Designation: Scheduler

CNIC #: 42201-2283415-2

Address: House No. 735, Sector 51/B, Korangi No. 6, Karachi.

SUB: SHOW CAUSE NOTICE – Absence from Duty

It has been found from the attendance records that you have been absent from duty since **07-12-2021** without informing/approval from your reporting Manager.

As you are aware that such unauthorized absence(s) amounts to misconduct as per the Company policy therefore you are; called upon to report on duty within 5 days from the date of receipt of this notice and elucidate the reason for your unauthorized absence(s).

If you fail to report on duty within the stimulated time then appropriate disciplinary actions will be taken against you which may include termination of your services.

Regards,

HR Department
Appedology Pvt. Ltd.