

Date: 11<sup>th</sup> March, 2021

Ref # ISL/E/PRO-0234/11/03/21

To,

Mr. Abdul Ghaffar  
S/O Muhammad Mukhtar

Litigation & Collection Officer  
(CNIC #33402-0379424-1)  
Address: Flat # 11, Block 11, Category 4, I-9/4, Islamabad.

**SUB: SHOW CAUSE NOTICE – Absent from Duty**

It has been found from the attendance records that you have been absent from duty since (01<sup>st</sup> March, 2021) without informing/approval from your reporting Manager.

As you are aware that such unauthorized absence(s) amounts to misconduct as per 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 stipulated time, then appropriate disciplinary actions will be taken against you which may include termination of your services.

Regards,



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**Human Resources Department**  
**Pro Global Pvt. Ltd.**



CN: 2366100887

Product	Service Type
C	0
Payment Mode	Date-Time
CASH	2021-03-15 18:27
ORG-DEST	Piece(s)   WEIGHT
ISB-ISB	1Pcs - .5
Staff: 90926	Route: X28203
	Shipper Details
Name : BILAL AHMED	
Phone : 00512877476	
Address : PROGLOBAL PVT LTD OFFICE # 2-B GROUN	
ST	
COMPLEX NEAR MARRIOT HOTEL F5/1 ISLA	
Shipper CNIC : 6110127156023	

## Consignee Details

Name : ABDUL GHAFFAR  
 Phone : 03048102996  
 Address : I9\4 ISLAMABAD

## Packet Content

DOX

## Insured Value

Rs. 0

## Payment Details

Service CHG	129.0
Other Amount	0.0
VAS	0
Insurance CHG	0
GST	21
Premium	0
 TOTAL	150.0

Remarks

Instructions

Customer Signature