28th August, 2019

To

The Principle

Cantonment English School & College

Chittagong Cantonment

**Subject:**

Dear Sir,

This has to reference to your showcause notice no CESC/180/20/T/Discipline-18/18 that I received on 24th June, 2018.

Firstly, I apologize for not attending the Ifter Party arranged by the authority of CESC on 26th May, 2018 without informing the proper channel for which I am really sorry. But, I also like to bring this to your attention that I am pregnant since March, 2018, for which I has been relieved from my role as coordinator and my classes has been reduced to minimal as possible. On the day of the party I was suffering from diarrhea and nausea,and was not in condition to inform authorityin-time regarding my inability todo journey and my pregnancy was limiting my movement as well.

Respected sir, I am dutiful, honest and responsible teacher who truly loyal to her institution. I always try my best to abide by the rules of my institution and I have never tried to willfully break any rule/law rather it might happen accidently or mistakenly.

I, therefore, humbly request the authority to consider my overall situation and expect that no disciplinary action will be taken against me.In future, I will be extremely careful and cautiouswith this regard.

Best Regards

Kiswar Sultana

Assistant Teacher

CESC