

Dated: 11-10-2021

WARNING LETTER

To,

Name: Muhammad Talha Khan D/O Muhammad Shafique Ahmed

CNIC #: 42101-1848319-5

E.ID: APD-0683

Designation: Personal Injury Collector

Dept.: PI Collections - Prove Partner

Location: Karachi

In accordance with the policy, this is a letter of warning. This action is based on the following reason(s).

Reason: Others

Explain Reason: On Friday 10/8 Talha Informed me at 08:09 that there is an emergency with his friend and he would come as soon as he gets free from the hospital. As per him he got free at 12 but he didn't report to the office. I already had the same discussion with him a few days ago when he submitted his medicals without having a date on it "coincidence it was a weekend" that time as well. It looks a trend that every mishap happens on Friday's and/or Mondays.

This act of your as mentioned above constitutes misconduct as per the certified Standing orders of the company.

I agree to the warning that has been given to me, which had its validity and is being handed out with a way to rectify myself, as how I may refrain myself committing to any mistakes in the future.

Employee Signature

Issued By: Human Resources

Team Lead: Urooj Alfred