

Dated: 03-08-2022

### **WARNING LETTER**

To,

**Name:** Zeeshan Shahid Satti S/O Shahid Sabir Satti

**CNIC #:** 37405-8523726-3

**E.ID:** PRO-0388

**Designation:** Negotiation Officer

**Dept.:** Med Legal

**Location:** Islamabad

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

**Reason:** Low Performance

**Explain Reason:** As of the end of July 2022, you have been part of collections for 5 months now. Your performance has been consistently been at the low end and you struggled to achieve your targets since the start. You have been given multiple chances to improve and you have been guided numerous times on how to achieve your numbers.

Since we do not see sufficient improvement since the last time you were given a warning it is being recommended that you are removed from the payroll.

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.

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**Employee Signature**

**Issued By:** Human Resources

**Team Lead:** Mubeen Mujeeb