

Dated: 03-08-2022

### **WARNING LETTER**

To,

**Name:** Muhammad Osama Rasool S/O Said Rasool

**CNIC #:** 37101-7358355-3

**E.ID:** PRO-0438

**Designation:** Negotiation Officer

**Dept.:** WC Collections

**Location:** Islamabad

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

**Reason:** Others

**Explain Reason:** Hi Wesley,

This is Email is a verbal warning for you as we have noticed that your working on the file was not proper and you did an act of EX-PARTE communication which was thoroughly explained and reminded you on multiple occasions.

Having a part in Ex-parte Communication is considered against the law and the company has to bear the consequences of all the cause and sanctions..

Make sure to read the previous comments on the file inorder to work effectively and where the DA has clearly mentioned that don't reach out to my client or Adjuster has clearly mentioned that he is represented by his DA, try not do the opposite.

Follow the instructions as instructed by the Managers. Work effectively and efficiently .

NOTE: Corvel Insurance, do not contact the adjusters, find out the DA and work with them. If there is no DA find out the Lien Rep from the operator not the adjuster.

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:** Tashfeen Rao

