

**Date:** 15-08-2022

**Letter ID:** ISL/PRO-0472/15-08-2022/1

To,

MS Iqra Nasir  
D/O Muhammad Nasir Khan  
61101-0418627-0  
Negotiation Officer  
I9, Oriental Girls Hostel Islamabad

**Sub: No Call No Show - Penelty**

It has been found from the attendance records that you failed to report on work on **11-08-2022** and that you have neither informed your immediate Manager or the HR department.

This action of yours will be counted as an NCNS penalty that will result in a deduction of **PKR 1000** as well as a 1-day deduction in your salary.

Regards,

---

**HR Department  
Pro Global Pvt. Ltd.**