

Date: 29-08-2022

Suspension Letter

Employee ID: APD-1007

Name of Employee: Hafsa Muzammil Chishti Khan D/O Muzammil Chishti Khan

Designation: Payment Confirmation Agent

Department: Payment Confirmation

CNIC #: 37403-7131743-6

TM/HOD: Saad Ahmed

Reason: Katherine Wills has engaged in inappropriate behaviour with another coworker at the workstation. She has also been seen in an inappropriate manner in the cafeteria between 4 and 5 a.m. during her shift hour.

On Thursday, the 25th, she took a day off due to illness which I approved, but she also requested a day off on Friday the 26th, which I did not approve and asked her to come to the office, which she did not obey or respond to and I have suspended her for 26th and 29th because I have already ignored and tolerated her inappropriate behaviour with other coworkers in the past.

I will not tolerate the other activities, and she should focus entirely on work during her shift hours.

Day(s): 2

We rely upon each employee to perform their jobs to the best of their ability and at a satisfactory level as well as to abide by our policies, which are designed to make our working environment a positive and productive one. As a member of our team, when you fail to meet these expectations, it has a negative effect on the company and on your co-workers, which is not acceptable.

Due to the seriousness of the situation as in above mention reason, you are receiving a 2 day Suspension without pay. The Suspension will be served on **(26-08-2022, 29-08-2022)**.

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

Signature & Date

Issued By: Human Resources
Team Leader: Saad Ahmed

Note: All HODs please make note of all the dates amendment in order to comply with company



policies and office decorum. Please contact HR in case of any query or concern.