

Date: 30-08-2022

Letter ID: KHI/APD-0959/30-08-2022/2

To,

Mr Yashwant Jagdish
S/O Jagdish Kumar
42101-2807913-9
Office Boy
House No 8, Super Market, Liaqat Abad, Karachi

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

It has been found from the attendance records that you failed to report on work on **29-08-2022** 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
Appedology Pvt. Ltd.