

Date: 30-08-2022

Suspension Letter

Employee ID: PRO-0377

Name of Employee: Waseem Ahmed S/O Zafeer Ahmed

Designation: Medical Billing Executive

Department: GreenSense Billing - Operations

CNIC #: 42401-9299645-9

TM/HOD: Malik Zohaib Zafar

Reason: He was not in office and took sudden leave, he said he is going to attend funeral of someone in his village. As he notified when the day start which is not acceptable.

Day(s): 1

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 1 day Suspension without pay. The Suspension will be served on **(26-08-2022)**.

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: Malik Zohaib Zafar

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.