

Date: 28-02-2024

Letter ID: KHI-APD-1364--0002/28/02/24

To,

Miss Neha Bai
D/O Chhinkoo Ram
45104-4767336-6
Business Development Executive
Block A - Flat no #1701, floor 17th, Plot #28, Parsa Citi Building, Muhalla Officer Colony - Garden Road - Karachi.

Sub: **No Call No Show - Penalty**

It has been found from the attendance records that you failed to report on work on **27-02-2024** 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.