

Date: 28-02-2024

Letter ID: KHI-APD-1748--0001/28/02/24

To,

Mr Irtaza Ali
S/O Akhtar Ali
42101-1264210-5
Operation Support Executive
House # 2/795, Street 49, Liaquatabad No 2, 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.