

Dated: 05-03-2024

Warning Letter

To,

Name: Muhammad Wajahat S/O Chaudhary khuda Bakhsh

CNIC #: 37405-2380022-1

E.ID: PRO-0560

Designation: Senior Negotiation Officer

Dept.: Collection - Operations

Location: Islamabad

In accordance with the policy, this is a letter of warning. This action is based on the following reason(s).

Reason: Performance Issues

Explanation: ?I am writing to address a serious matter regarding your recent communication with the adjuster, Mariah Ostrander. It has come to my attention that the tone and content of your emails have been unprofessional and inappropriate. Unprofessional behavior not only damages professional relationships but also undermines the reputation and credibility of our company. Such conduct is unacceptable and cannot be tolerated. I urge you to take this warning seriously and to reflect on the importance of professionalism in the workplace. If you require any guidance or support in improving your communication skills, please do not hesitate to reach out to me or the HR department.

Issued By: Human Resources

Team Lead: Imran Said Zaman