

Date: 06-03-2024

Letter ID: KHI-APD-1659--0009/06/03/24

To,

Mr Muhammad Ashar
S/O Nazir Ahmed Ansari
42201-3375339-1
Operation Support Executive
House # 328, Sabir Colony, Malir Karachi

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

It has been found from the attendance records that you failed to report on work on **06-03-2024** 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.