

Date: 06-03-2024

Letter ID: KHI-APD-1732--0001/06/03/24

To,

Mr Shayan Ali Khan
S/O Saadat Ali Khan
42201-9150718-5
Business Development Executive
Alpine Towers Gulistan-e-Jauhar, Karachi

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

It has been found from the attendance records that you failed to report on work on **05-03-2024** 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.