

Date: 07-03-2024

Suspension Letter

Employee ID: APD-1456

Name of Employee: Raameel Mansoor Ahmed S/O Mansoor Ahmed

Designation: Operation Support Executive

Department: Support - Operations

CNIC #: 42101-1837192-5

TM/HOD: Muhammad Sidrat Jafri

Reason: Mr. Rameel served many inaccurate appeal SBR(s), he was verbally warned many times in the past for his different mistakes.

Day(s): 1

We rely upon each employee to perform their jobs to the best of their ability and at a satisfactory level as well as to abide by our policies, which are designed to make our working environment a positive and productive one. As a member of our team, when you fail to meet these expectations, it has a negative effect on the company and on your co-workers, which is not acceptable.

Due to the seriousness of the situation as in above mention reason, you are receiving a 1 day Suspension without pay. The Suspension will be served on **(08-03-2024)**.

I agree to the suspension that has been given to me, which had its validity and is being handed out with a way to rectify myself, as to how may refrain myself from committing to any mistakes In future.

Signature & Date

Issued By: Human Resources
Team Leader: Muhammad Sidrat Jafri

Note: All HODs please make note of all the dates amendment in order to comply with company policies and office decorum. Please contact HR in case of any query or concern.