

Date: 08-03-2024

Letter ID: KHI-APD-1025--0003/08/03/24

To,

Mr Syed Hassan Tariq
S/O Tariq Hussain
42101-3309103-5
PI Officer
3F , 12/20, Al Fatima Arcade Gol Market Nazimabad Karachi.

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

It has been found from the attendance records that you failed to report on work on **07-03-2024** 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.