

**Date:** 12-03-2024

To,  
Zubaida Zeb  
D/O Chan Zeb Khan  
Assistant Manager - Billing  
13503-6797933-0  
PWD, O-9, Islamabad

Ms. Zubaida Zeb,

**Sub:** Termination of Services

**Ref:** Report to duty notice dated ISL-PRO-0762-NCNS-0012/06/03/2

With reference to report to duty notice provided to you in regards to unauthorized absences from duty, till date the Company did not receive any correspondence from your end neither did you report to work.

We hereby regret to inform you that your service with Pro Global Pvt. Ltd. is terminated with immediate effect from 01-03-2024. You are requested to visit the concerned HR person, in order to complete the required formalities at the earliest opportunity.

Please make note that you had signed the Code of Ethics and Confidentiality Agreement with Pro Global Pvt. Ltd. and you are hereby informed that any violation will lead to legal action against you.

In the interest of maintaining the Confidentiality of the Information of Pro Global Pvt. Ltd. and its clients, you are hereby instructed to return any and all property of Pro Global Pvt. Ltd. that you had obtained during your employment.

Regards,

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**Human Resources Department**  
**Pro Global Pvt. Ltd.**