

Date: 13-03-2024

Letter ID: KHI-APD-1423--0002/13/03/24

To,

Mr Muhammad Ali  
S/O Muhammad Usman  
42201-6925791-7  
Operation Support Executive  
House L/17, Sector 41/B, Korangi 2 1/2, Karachi

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

It has been found from the attendance records that you failed to report on work on **11-03-2024** 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,

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HR Department  
Appedology Pvt. Ltd.