

Date: 22-03-2024

Letter ID: KHI-APD-1423--0001/22/03/24

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 **21-03-2024** 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.