

Date: 11-08-2021

Suspension Letter

Employee ID: APD-0462
Name of Employee: Christopher Jacob S/O Aashiq Masih
Designation: Scheduler
Department: Matrix Document Imaging
CNIC #: 4230122864753
TM/HOD: Yahya Abid Paracha
Reason: Unprofessional Behavior

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 **(10-08-2021)**.

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: Yahya Abid Paracha

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.