

Date: 17-03-2022

Suspension Letter

Employee ID: APD-0094
Name of Employee: Vijay Kumar Laloo S/O Laloo Kambley
Designation: On-Call Team Manager
Department: WC Collections
CNIC #: 42301-1603239-5
TM/HOD: Ghufran Ahmed Farooqi
Reason: Due to failure to comply with the instructions given

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 **(18-03-2022)**.

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: Ghufran Ahmed Farooqi

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.