

Dated: 26-04-2022

WARNING LETTER

To,

Name: Arbaz Khan S/O Perwaiz Khan

CNIC #: 42201-9112306-3

E.ID: APD-0100

Designation: Team Manager

Dept.: WC Collections

Location: Karachi

In accordance with the policy, this is a letter of warning. This action is based on the following reason(s).

Reason: Disobedience

Explain Reason: Not following up on the NSPs nor working properly with the collectors to settle or move them to the next level.

This act of your as mentioned above constitutes misconduct as per the certified Standing orders of the company.

I agree to the warning that has been given to me, which had its validity and is being handed out with a way to rectify myself, as how I may refrain myself committing to any mistakes in the future.

Employee Signature

Issued By: Human Resources

Team Lead: Ayesha Sharf