

Dated: 23-11-2021

**WARNING LETTER**

To,

**Name:** Muhammad Haris Shah S/O Zia -Ur-Rehman Shah

**CNIC #:** 42101-8579787-7

**E.ID:** APD-0153

**Designation:** On-Call Team Manager

**Dept.:** IMR Collections

**Location:** Karachi

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

**Reason:** Low Performance

**Explain Reason:** Travis,

Completing KPI and achieving monthly targets has been a challenge for you since past couple of months.

You have been warned verbally countless times to better your performance but you seem to be paying no heed to it.

I have taken all the managerial tasks back from you, even told you to direct everything and anything team related to me and despite that you're failing to achieve daily KPI number along with daily production.

Which goes on to show you're lacking direction and running everywhere and as a result failing to focus on your and team's performance.

This needs to change on an immediate basis or else I would be forced to take some further strict actions unfortunately.

You can't expect team to perform when they have no one to look upto, in order for them to perform you need to lead by example.

Looking forward to seeing some positive changes.

Best,

Saima Zulfiqar

This act of yours 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: Saima Zulfiqar