

Dated: 30-10-2021

**WARNING LETTER**

To,

**Name:** Talha Rehman S/O Abdul Rehman

**CNIC #:** 42301-2034346-5

**E.ID:** APD-0302

**Designation:** Collections Officer

**Dept.:** Matrix 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:** Talha Rehman

This has been confirmed by the continuous complaints from your direct manager and your colleagues. You have been neglecting your SOP'S either intentionally or unintentionally. Despite the several verbal warnings, you did not show any signs of progress. In the light of what has been said above, we are forced to escalate the matter to the next level. Please consider this letter as an official written warning. We would have preferred not to reach this stage but we were out of choices. You are required to show some work ethics, team-level discussion, and follow SOP'S. SOPs need to follow:

1. Do not mention my name on the Client Portal as we have no approval from the Client.
2. Work only on your assigned Ar.
3. Do not generate any agreement on open cases for full and final with our client approval

Sincerely,  
Laurence Palmer

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:** Saima Zulfiqar