

Dated: 25-04-2022

## WARNING LETTER

To,

**Name:** Abdul Rehman S/O Mohammad Ramzan

**CNIC #:** 42501-4588156-9

**E.ID:** APD-0540

**Designation:** Negotiation Officer

**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:** Low Performance

**Explain Reason:** Poor performance for the whole month. Your monthly target is \$43k out of which you have achieved \$7,125.00 only.

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.

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**Employee Signature**

**Issued By:** Human Resources

**Team Lead:** Arbaz Khan



021-35294929



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