

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 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: Arbaz Khan