

Dated: 12-10-2021

WARNING LETTER

To,

Name: Anile Achil S/O Anthony Achil Joseph

CNIC #: 42301-1554413-9

E.ID: APD-0544

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: Low Performance

Explain Reason: Anile, This is to document a strict feedback session regarding failure to achieve your 50% Target. Despite several notices, you should completed your 50% Target before 15th of Oct. Make sure your 50% Target will be completed till 15th Oct otherwise this warning will be progressed to next course of action. Best, 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