

Dated: 31-01-2022

WARNING LETTER

To,

Name: Prince Harison Gill S/O Yousuf Maseeh

CNIC #: 42201-4392975-5

E.ID: APD-0590

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: Kindly issue a warning letter to Prince Harison as his monthly Pace is 23% his last 3 months target are also not been achieved and from last week he only settled \$300.00

Target left for the month is \$11,704.00 with 4 working days left kindly make sure your covering your target in the last 4 days

In case of any confusion, you can always take assistance from the training portal or reach out to me for further assistance.

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: Muhammad Ashraf