

Dated: 20-01-2022

WARNING LETTER

To,

Name: Sahil Kumar S/O Gural Das

CNIC #: 43203-8138519-3

E.ID: APD-0637

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: Not able to achieve his monthly target nor at his pace.

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.

Employee Signature

Issued By: Human Resources

Team Lead: Ghufran Ahmed Farooqi



021-35294929



2nd Floor, 66c-68c, 25th Street,
Phase V Tauheed Commercial Area,
Karachi, 75500.



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