

**Date:** 18-05-2022

**Letter ID:** KHI/APD-0647/18-05-2022/1

To,

Ms. Fizza Kamran Naqvi  
D/O Syed Kamran Mustafa Naqvi  
42101-9844631-0  
Negotiation Officer  
Flat # P-3, Ansanabad Apartment, Gulshan E Maymar, Karachi.

**Sub: No Call No Show - Penelty**

It has been found from the attendance records that you failed to report on work on **17-05-2022** and that you have neither informed your immediate Manager or the HR department.

This action of yours will be counted as an NCNS penalty that will result in a deduction of **PKR 1000** as well as a 1-day deduction in your salary.

Regards,

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**HR Department**  
**Appedology Pvt. Ltd.**



021-35294929



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



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