

Date: 18-05-2022

Letter ID: KHI/APD-0647/18-05-2022/2

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 **16-05-2022** 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,

HR Department
Appedology Pvt. Ltd.