

Date: 10-09-2021

## Suspension Letter

**Employee ID:** APD-0650  
**Name of Employee:** Hamza Jawed S/O Jawed Iqbal  
**Designation:** Negotiation Officer  
**Department:** WC Collections  
**CNIC #:** 42101-4830789-9  
**TM/HOD:** Muhammad Ashraf  
**Reason:** Failure to abide by the company's COVID-19 Policy.

**Day(s):** 2

We rely upon each employee to perform their jobs to the best of their ability and at a satisfactory level as well as to abide by our policies, which are designed to make our working environment a positive and productive one. As a member of our team, when you fail to meet these expectations, it has a negative effect on the company and on your co-workers, which is not acceptable.

Due to the seriousness of the situation as in above mention reason, you are receiving a 2 day Suspension without pay. The Suspension will be served on **(03-09-2021, 06-09-2021)**.

I agree to the suspension that has been given to me, which had its validity and is being handed out with a way to rectify myself, as to how may refrain myself from committing to any mistakes In future.

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**Signature & Date**

Issued By: Human Resources  
Team Leader: Muhammad Ashraf

**Note: All HODs please make note of all the dates amendment in order to comply with company policies and office decorum. Please contact HR in case of any query or concern.**