

Dated: 26-10-2021

## WARNING LETTER

To,

**Name:** Muhammad Waqas Shahid S/O Shahid Manzoor

**CNIC #:** 42101-6161906-7

**E.ID:** APD-0677

**Designation:** Collections Officer

**Dept.:** Matrix Collections

**Location:** Karachi

In accordance with the policy, this is a letter of warning. This action is based on the following reason(s).

**Reason:** Disobedience

**Explain Reason:** After several informal warnings collector is not showing any seriousness regarding the SOPs. even though he has been informed to mentioned breaks in the assign group unable to do so. This is the written warning to stop taking extra breaks.

Note: He always left his seat every 30 minutes without mentioning Break in assign group or without informing Manager.

Laurence Palmer

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.

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**Employee Signature**

**Issued By:** Human Resources

**Team Lead:** Saima Zulfiqar



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