

Dated: 10-03-2022

## WARNING LETTER

To,

**Name:** Ossama Bin Shakeel S/O Shakeel Ahmed Shaikh

**CNIC #:** 42101-6226340-1

**E.ID:** APD-0685

**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:** Damian,

This is to document feedback that was conducted with you today in regards to no fresh offers and the number of calls that were made were very less not even 30 calls in total were made in the entire shift.

The given productivity is not justified compared to the production hours.

You are one of those collectors who learned the work at a very fast pace, and you were able to bring 1 settlement yesterday, however, I have no fresh offers from you since yesterday.

You need to understand that in order to achieve the given target you need to produce fresh offers daily.

That is not possible unless the right work effort is there.

I need you to bring your A game and fix the performance.

Hoping to see improvement at your end.

Please feel free to reach out to me for concerns.

Regards,  
Samantha

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.



021-35294929



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



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Employee Signature

**Issued By:** System Role

**Team Lead:** Naureen Sibte



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