

Dated: 15-12-2021

## WARNING LETTER

To,

**Name:** Muskan Ameen Maghani S/O Ameen

**CNIC #:** 42201-3691498-8

**E.ID:** APD-0686

**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:** Hi Katheryn,

This is to document a verbal warning for Not Putting the work effort in the right direction.

On both these MRN's 3000389 & 3000389 The file needs to be reverified before we start working on it as its been approx 3months since we have had no two-way communication happening on both cases.

Please understand the concept of right party contact, we do not need quantity our focus is on **Quality Work** and **Fresh Offers** this is only possible when you are reaching the right party.

I am very disappointed as you guys have been trained about RPC and the behaviour is not justified please ensure this does not happen again.

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.

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**Employee Signature**



**Issued By:** System Role

**Team Lead:** Naureen Sibte



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