

Dated: 20-01-2022

**WARNING LETTER**

To,

**Name:** Kashif Faheem S/O Faheem Ansari

**CNIC #:** 42101-2562294-7

**E.ID:** APD-0715

**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:** Low Performance

**Explain Reason:** Nathan you are failed to follow the instructions in the Month of Jan as you was good in starting Months but after passing some time you are not on the same page and your performance is on below average rate which needs to be improve ASAP as you know you need to report atleast 2 agreements on daily basis but half month is already passed and there is no any single agreement from your side.

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 Zulfiquar