

Dated: 12-05-2022

WARNING LETTER

To,

Name: Mustassum Tanvir S/O Tanvir UI Haq Tanvir

CNIC #: 42501-8002889-5

E.ID: APD-0835

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: Others

Explain Reason: Roy,

As per our discussion during the on-call session, you have been found logging in late on the medflow and started working on your file an hour late on the shift, however your attendance was punched on time on the HRM Portal which does not make sense. While being questioned about punching attendance on time and still starting to work an hour later I did not get any satisfactory justification from your side.

As per the Power Bi report you logged in on Medflow at 09:05.

Moreover, The first file you started working on today MRN # 465741 reflects your action statuses being made at 9:15 AM.

All the findings prove that your first login attempt on Medflow was made after 9:00 AM and uninformed. which is straightly not legal without any intimation to any of the available managers.

Be careful in future.

This email is to document the Verbal Warning, Failure to improve will lead towards further actions as the policies.

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.

Employee Signature

Issued By: Human Resources

Team Lead: Ghufran Ahmed Farooqi