

Dated: 18-04-2022

WARNING LETTER

To,

Name: Hammad Ali S/O Arif Zafar

CNIC #: 42101-0846946-5

E.ID: APD-0865

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: Low File Count

No Proper Follow-ups

No Proper Calling on Cases

Excessive Breaks

Leaving Floor for Hours without Informing Available Manager.

Found Using Phone on Work Station Several Times.

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.

Employee Signature

Issued By: Human Resources

Team Lead: Danish Rasheed