

**Dated:** 30-07-2021

**Ref #** KHI/APD-1234/30-07-2021/5

**To,**

**Name:** Mr. John Smith S/O Zaryab Mansoor

**Designation:** Manager Business Intelligence

**CNIC #:** 4210110245711

**Address:** E-105, Block 10, Bhayani Avenue, Nazimabad No 5, Karachi

**SUB: SHOW CAUSE NOTICE – Low Performance**

It has been reported to the Human Resource Department that you have been advised verbally and in written on numerous occasions to improve your performance.

You have not shown any improvement in your performance which is unacceptable under company policies and goes against the terms and conditions of your employment.

You are hereby required to improve your performance within **3** day(s) time i.e. from **30-07-2021** – **04-08-2021** and submit the explanation of your unsatisfactory performance. If you fail to improve your performance by the stipulated date then strict decisions will be taken against you, which may include termination of your employment.

**Regards,**

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**HR Department**  
**Appedology Pvt. Ltd.**