

Date: January 05, 2021

LETTER OF DEMOTION

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Syed Shafi Ahmed Zubairi
Matrix Collections Department
Karachi.

Respected Syed Shafi Ahmed Zubairi,

Please note after discussing and considering your performance with the Management. Due to your unsatisfactory performance, we have decided that you are not capable to continue your position as **Team Manager** in **Matrix Collection** Department. Hence forth, Management has decided to demote you from **Team Manager** to **Collection Officer** in **Matrix Collection** Department with effect from **January 01, 2021**.

Your basic pay will remain same till further notification by Management.

As a Team, we are trying our very best to give opportunity to everybody who wish to grow with us and in the same time as staff you should show your best to convince us.

We hope that you will continue to give your best to the organization.

Regards,



HR Department
Appedology Pvt. Ltd

I Mr. / Ms. Syed Shafi Ahmed have carefully read the above and are acceptable to me.

Signature: 

Date: 05/04/2021