

Notice to Extend Probationary Period

Date: February 19, 2020

Employee ID: PRO-0178  
DOJ: November 18, 2019  
Name: Mr. Khurram Shahzad  
Designation: Litigation & Collection Officer  
Islamabad

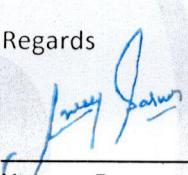
Re: Notice of Probationary Period Extension

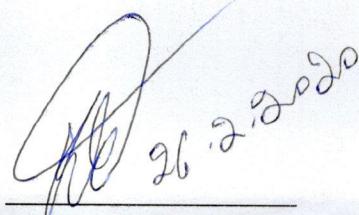
This letter is to inform you that due to your lack of performance, Management has decided to extend your probation period by an additional 30 days.

Please note your position is not confirmed/ permanent with the company due to your low performance and punctuality issues. Hence forth upon your humble request, company is providing you a last chance to improve your performance and demonstrate that you are worth being part of the organization.

Management will assess your performance once you complete your additional probation period. You must improve your performance in order to retain your job else Management holds complete discretion to terminate your employment contract based on your dismal performance trends

Regards

  
Human Resources Department  
Pro Global Pvt. Ltd.

  
26.2.2020

Employee Signature