

Dated: 28-01-2022

WARNING LETTER

To,

Name: Amir Ashfaq S/O Muhammad Ashfaq

CNIC #: 37405-8224683-7

E.ID: PRO-0064

Designation: Negotiation Officer

Dept.: WC Collections

Location: Islamabad

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: Not being able to fulfill the commitment in terms of reporting settlements.

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: Muhammad Adil Khalid