

Dated: 10-01-2022

WARNING LETTER

To,

Name: Hamza Muzaffar S/O Muzaffar Iqbal

CNIC #: 34104-2064607-9

E.ID: PRO-0251

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: Intoxication

Explain Reason: The individual is having an issue with his conduct with fellow colleagues and behavioral issues that have been noticed and discussed with him. But this time the reason for maintaining an incident is that he almost went into a fight with his fellow colleague outside the premises of the office in the lunch break and our office received a warning and complaint in regards to his conduct.

The individual provoked a fellow collector in a manner of getting him angry by his words where there was a reaction from the other collector after keeping calm for almost a quite long time. He kept on passing comments where the other collector felt offended and that all was hearsay that this individual acted on.

Such issues have been going on for quite a time now and I have been conducting different sessions with him where he now I would say, failed to comply with the guidelines and the instructions that were given to him in all the sessions.

The collectors that he was in quarrel with are Jack Smith (Team Curtis) and Jason Leroy (Miles).

Mark this incident as a final warning on the behavior as there would be no warning letters issued anymore. There would be suspension or termination on spot.

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: Malik Usama Ahmed Awan

