

Dated: 09-08-2021

WARNING LETTER

To,

Name: Hina Mir D/O Muhammad Tahir Mir

CNIC #: 3740402675144

E.ID: PRO-0259

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: Reported only 01 settlement for the entire week (\$1,350). She hasn't produced anything in 02 days consecutively.

This act of your 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: Amir Ashfaq