

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 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.

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**Employee Signature**

**Issued By:** Human Resources

**Team Lead:** Amir Ashfaq



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