

Dated: 01-12-2021

WARNING LETTER

To,

Name: Muhammad Mahtab S/O Dur Muhammad

CNIC #: 33203-8219730-9

E.ID: PRO-0288

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: Collector has been repeatedly told to follow the given instructions and work properly on the assigned data however I found several MRN's today from his inactive AR where there were no efforts given. Reference MRN's are given below:

292701 - DOR filed case, no work for the last 02 weeks? 289243 - DOR filed case, no work after 08/30/2021?
291978 - No work after 10/5/2021? 307201 - DOR filed case, no proper work. 271672 - Why this file is not getting converted into a settlement? 302850 - Drew Lunden's case and no work since 10/21/2021 271576 - Copy pasted same comments and not a single effort?? 285095 - No work since 09/29/2021. 271369 - No work. 293595 - No efforts. 291706 - No work after 10/14/2021.

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: Amir Ashfaq