

Dated: 29-12-2021

### **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:** No proper work on the assigned AR and many cases are not properly worked. MRN's review is given below:

271592 - No f/up with the DA after 12/3/2021.

284385 - No proper work on the file and no two way communication.

285020 - Contact the DA and ask for an offer. If not, push the adjuster and copy his Supervisor.

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.

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**Employee Signature**

**Issued By:** Human Resources

**Team Lead:** Amir Ashfaq