

Dated: 14-04-2022

## **WARNING LETTER**

To,

**Name:** Muhammad Taimoor Hassan S/O Muhammad Ameen

**CNIC #:** 61101-5048254-7

**E.ID:** PRO-0297

**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:** Others

**Explain Reason:** The collector didn't f/up on the MRN (3060945) on 4/7/2022 as instructed to get back with his own next step plan.

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