

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 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