

Dated: 01-04-2022

WARNING LETTER

To,

Name: Ghulam Yaseen S/O Muhammad Haji

CNIC #: 31204-7478386-3

E.ID: PRO-0301

Designation: Executive - Settlement Offer Reviewer

Dept.: Liening Edge

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: Lack of attention -

495225 - Now billing has been added last week which Ghulam (Mark) didn't notice while reviewing the file. This is not a small mistake. Warning will be issued.

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 view to rectify myself, as how I may refrain myself committing to any mistakes in the future.

Employee Signature

Issued By: Human Resources

Team Lead: Urooj Alfred