

Dated: 06-12-2021

WARNING LETTER

To,

Name: Adil Hussain Awan S/O Abid Hussain Awan

CNIC #: 61101-9921932-7

E.ID: PRO-0323

Designation: Team Manager

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: This letter is issued for not being able to drive the work efforts from the collectors.

1- Fewer accounts worked.

2- Not able to get enough fresh offers and settlements.

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: Muhammad Adil Khalid