

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 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.

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**Employee Signature**

**Issued By:** Human Resources

**Team Lead:** Muhammad Adil Khalid