

**Date:** 20-01-2022

**Letter ID:** ISL/PRO-0326/20-01-2022/1

To,

Mr. Malik Usama Ahmed Awan  
S/O Zahoor Ahmed  
37405-2341895-1

Team Manager

House # 77/C, Noman Shakeel Street, Haji Wazir Ahmed Awan Road, Near Chandni Chowk, Satellite Town, Rawalpindi.

**Sub: No Call No Show - Penelty**

It has been found from the attendance records that you failed to report on work on **12-01-2022** and that you have neither informed your immediate Manager or the HR department.

This action of yours will be counted as an NCNS penalty that will result in a deduction of **PKR 1000** as well as a 1-day deduction in your salary.

Regards,

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**HR Department**  
**Pro Global Pvt. Ltd.**