

Dated: 10-05-2022

WARNING LETTER

To,

Name: Muhammad Hussain S/O Hayat Muhammad

CNIC #: 17201-9373121-7

E.ID: PRO-0392

Designation: Negotiation Officer

Dept.: Med Legal

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 being issued to Logan Wilford AKA Muhammad Hussain.

The letter is to inform you that a formal warning is being issued to you for low performance in the month of April 2022. Consistently performing badly on KPI standings has only produced a small fraction of what was your target for the month.

You have had multiple coaching sessions where you were told how to improve your standing however, we were unable to see any improvement.

In addition to this, you were also unable to report to work and work efficiently from home. Only informing your manager after 12 that you are having internet issues and would not be able to work today.

The above-mentioned reasons tell us that you are not serious about this job and have not put your complete effort in. You are still under probation and if this continues you will not be confirmed or will be asked to leave.

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 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: Mubeen Mujeeb