

Dated: 15-12-2021

WARNING LETTER

To,

Name: Hamza Jawed S/O Jawed Iqbal

CNIC #: 42101-4830789-9

E.ID: PRO-0650

Designation: Negotiation Officer

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: - Not Performing As per JD
- Has Attendance Issues

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: System Role

Team Lead: Adil Hussain Awan