

Ref # KHI/E/APD 0121/15/07/20

Dated: 15<sup>th</sup> July 2020

To,

Mr. Mohsin Kashif Chandna

S/o Kashif Naseem Chandna

Litigation & Collection Officer

(CNIC # 42201-5480403-3)

Apartment # 102, 1st Floor, Chandna Heights, Opposite Chawla caters, KAECH Society,  
Karachi.

**SUB: SHOW CAUSE NOTICE**

**Ref: Show cause notice dated 25<sup>th</sup> June 2020 (KHI/E/ APD 0121/2020)**

You are currently working as a Litigation & Collection Officer and hired in the Company on July 05<sup>th</sup> 2019 and currently withdrawing the salary of PKR. 25,000/- from Appedology Pvt. Limited.

This show-cause notice is issued at the behest of the company containing following allegations:

1. We have issued you first warning letter on January 14<sup>th</sup>, 2020 due to not following the SOP properly.
2. We have issued you second warning letter on April 13<sup>th</sup>, 2020 due to Low performance in first week including current pace is less than 50%.
3. We have issued you third warning letter on April 24<sup>th</sup>, 2020 due to low performance in the first 3 weeks of April including current pace is less than 60%.

4. We have issued you fourth warning letter on May 12<sup>th</sup>, 2020 due to low performance including current pace is less than 50%.
5. We have issued you fifth warning letter on May 27<sup>th</sup>, 2020 due to low performance in the first 3 weeks of May.
6. We have also issued you a suspension letter on May 05<sup>th</sup>, 2020 due to low performance in the month of April 2020.
7. We have issued you a suspension letter on May 20<sup>th</sup>, 2020 due to not following the SOP's and consistently making less calls with less duration.

We had multiple counselling sessions with you regarding your unsatisfactory performance, but there was still no improvement observed from your side.

With reference to the first Show-Cause notice issued to you on 25<sup>th</sup> June 2020. We didn't receive the response yet. However, this show cause notice is issued to you again to submit your written justification of poor performance within a period of 10 working days i.e. till 29<sup>th</sup> July, 2020. In case you fail to respond within the stipulated time, it will be presumed that you have no explanation to submit and company is unrestricted to take any action against you including termination of your services.



HR Department

Appedology Pvt. Limited