

Date: 17th February, 2021

Ref # ISL/E/PRO-0234/17/02/21

To,

Mr. Abdul Ghaffar
S/O Muhammad Mukhtar

Litigation & Collection Officer
(CNIC # 33402-0379424-1)
Address: Flat # 11, Block 11, Category 4, I-9/4, Islamabad.

SUB: SHOW CAUSE NOTICE – Low Performance

It has been reported to the Human Resource Department that you have been advised verbally and in written on numerous occasions to improve your performance.

Your performance was not satisfactory for the last 3 months which is unacceptable under company policies and goes against the terms and conditions of your employment.

You are hereby required to improve your performance within 08 days i.e. from **17th February – 26th February 2021**. If you fail to improve your performance by the stipulated date then strict decisions will be taken against you, which may include termination of your employment.

Regards,



Human Resources Department
Pro Global Pvt. Ltd.