

Date: 07<sup>th</sup> June, 2021

Ref # ISB/E/PRO-0225/07/06/21

To,

Mr. Muhammad Idrees  
S/O Muhammad Saleem

Litigation & Collection Officer  
(CNIC #21103-4594975-9)  
Address: House # B7400, Street # 3 Rahim Town Shakriyal, Rawalpindi.

**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.

You have not shown any improvement in your performance 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 07 days' time i.e. from 07<sup>th</sup> June – 15<sup>th</sup> June 2021. If you fail to improve your performance by the stipulated date then strict decisions will be taken against you, which may include discontinuation of your employment.

Regards,



Human Resources Department  
Pro Global Pvt. Ltd.