



Suspension Letter

Date: August 19, 2020

Name of Employee : Tehseen Malik Rao
Employee ID : APD-0095
Department : WC Collections
TM/HOD : Masood Sabir
Reason : Low Performance
Day(s) : 2 Day(s)

We rely upon each employee to perform their jobs to the best of their ability and at a satisfactory level as well as to abide by our policies, which are designed to make our working environment a positive and productive one. As a member of our team, when you fail to meet these expectations, it has a negative effect on the company and on your co-workers, which is not acceptable.

Due to the seriousness of the situation as in above mention reason, you are receiving a 1 day(s) Suspension without pay. The Suspension will be served on **(August 17th & 18th 2019)**.

I agree to the suspension that has been given to me, which had its validity and is being handed out with a way to rectify myself, as to how may refrain myself from committing to any mistakes In future.

 8/19/2020

Signature & Date

Issued By : Masood Sabir
Team Leader : Angela Alfred
Department Head: Masood Sabir

Note: All HODs please make note of all the dates amendment in order to comply with company policies and office decorum. Please contact HR in case of any query or concern.