

Suspension Letter

Date: December 24, 2019

Name of Employee : Saud Sabir Shah
Employee ID : APD-0108
Department : Support Operations (Non Calling)
TM/HOD : Mirza Jahanzaib Baig
Reason : Late arrival/No Show No Call
Day(s) : 01

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 **(December 07th 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.



Signature & Date

Issued By : HR / Ops

Team Leader : _____

Department Head: _____

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.