



Suspension Letter

Date: May 5, 2020

Employee ID : APD-0121
Name of Employee : Mohsin Kashif Chandna
S/O : Kashif Naseem Chandna
Designation : Litigation & Collection Officer
Department : WC Collections
CNIC # : 42201-5480403-3
TM/HOD : Ayesha Sharf
Reason : Due to Low Performance in the month of April, 2020.
Monthly Target Vs. Achieved (\$36,000/ \$8,483 (23.56%)
Day(s) : 2 Days

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, HR has also sent you a performance feedback email on **April 13th, April 14th, April 16th, April 17th, April 21st, April 23rd and April 27th, 2020** highlighted your mistakes but you are unable to perform as per the SOP.

Due to the seriousness of the situation as in above mention reason, you are receiving a 2 day(s) Suspension without pay. The Suspension will be served on **May 6th, 2020 & May 7th, 2020**.

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.

Mohsin Kashif Chandna

Employee Signature

Issued By : Faraz Manzoor

Team Leader : Ayesha Sharf

Department Head: Masood Sabir

Note: This is computer generated document which does not require a signature.

