

Suspension Letter

Date: June 17, 2020

Employee ID : APD-0201
Name of Employee : Hafiz Muhammad Noman Saeed
S/O : Sheikh Saeed Ullah
Designation : Litigation & Collection Officer
Department : WC Collections
CNIC # : 42101-7076488-1
TM/HOD : Ayesha Sharf
Reason : Due to not worked on June 11th, 2020
Day(s) : 1 Day

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 **June 11th, 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.

Hafiz Muhammad Noman Saeed

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.

Suspension Letter - Hafiz Muhammad Noman Saeed - APD-0201

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Adonis Edwards

to me, Adonis, Faraz, Charlotte ▾

Acknowledged Sir.

Thanks,

7:44 PM (3 minutes ago)

☆

Inam Sajjad <inam.sajjad@appedology.com>

to Adonis, Adonis, Faraz, Charlotte ▾

Dear Hafiz Muhammad Noman Saeed aka Adonis Edwards,

Please find attached the suspension letter and acknowledge the email accordingly.

Regards,

Inam Muhammad Sajjad.
Payroll & Reporting Specialist
Human Resources

📎 7:39 PM (8 minutes ago)

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