



## Suspension Letter

Date: 06/08/2021

**Employee ID:** PRO-0225

**Name of Employee:** Muhammad Idrees

**S/O:** Muhammad Saleem

**Designation:** Litigation &  
Collection Officer

**Department:** WC Collections

**CNIC #:** 21103-4594975-9

**Reason:** June 7th for being on NCNS status and being absent for the day without performance even.

**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 stay active on job you are supposed to inform your manager about your unavailability along with a valid reason which you were unable to perform as per SOP.

Due to the seriousness of the situation as in above mention reason, you are suspended without pay.  
The Suspension will be served on **Monday 7<sup>th</sup> June 2021**.

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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.

A handwritten signature in blue ink, appearing to be a stylized 'M' or 'A'. To the right of the signature is the handwritten date '8/6/21'.

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**Signature of Employee**

**Issued By:** HR Department

**Team Leader:** Mehe Ali Naeem

**Department Head:** Mehr Ali Naseem