



## Suspension Letter

Date: May 20, 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 not following the SOP's and consistently making less calls with less duration. Multiple verbal warnings given but still there is no improvement.  
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, HR has also sent you a performance feedback email on **May 1<sup>st</sup>, May 5<sup>th</sup>, May 11<sup>th</sup> and May 13<sup>th</sup>, 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 1 day(s) Suspension without pay. The Suspension will be served on **May 19<sup>th</sup>, 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.**

