



Suspension Letter

Date: May 20, 2020

Employee ID	: <u>APD-0121</u>
Name of Employee	: <u>Mohsin Kashif Chandna</u>
S/O	: <u>Kashif Naseem Chandna</u>
Designation	: <u>Litigation & Collection Officer</u>
Department	: <u>WC Collections</u>
CNIC #	: <u>42201-5480403-3</u>
TM/HOD	: <u>Ayesha Sharf</u>
Reason	: <u>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.</u>
Day(s)	: <u>1 Day</u>

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 1st, May 5th, May 11th and May 13th, 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 19th, 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.



4 of 17



Suspension Letter - Mohsin Kashif - APD-0121

Inbox

Monthly WAR/SUS/SCN

Pending For Payrolls

16

Acknowledged.

Received, thank you.

Approved.

Reply

Reply all

Forward

May 20, 2020, 11:00 AM (2 days ago)



Dennis Haden

to me, Dennis, Faraz

Acknowledge

Thank you,
Dennis Haden
Case Worker.
Workers Compensation Department
Medical Lien Management, Inc.
Office: (951) 808-3877 Ext:117
Fax: (951) 707-4565

Mail: P.O. Box 6829 Norco, CA 92860
Email: dennis.haden@medicallienmgt.com
Website: www.medicallienmgt.com

Disclaimer:

CONFIDENTIAL & PRIVILEGED: This e-mail, including any attachments, contains information from Medical Lien Management, Inc. which may be confidential or privileged and legally protected from disclosure by federal law, including the Health Insurance Portability and Accountability Act (HIPAA). The information is intended to be for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received this email in error, please notify the sender immediately by "reply to sender only" message and destroy all electronic and hard copies of the communication, including attachments.

...



Inam Sajjad

Dear Mohsin Kashif aka Dennis Haden, Please find the suspension letter and acknowledge it accordingly. Regards, Inam Muhammad Sajjad. Payroll & Reporting Special

May 20, 2020, 10:09 AM (2 days ago)



Suspension Letter - M...

Skype [4]

Microsoft Excel - Acti...

Google Hangouts - in...

Screenshots

Need to Move