

Suspension Letter

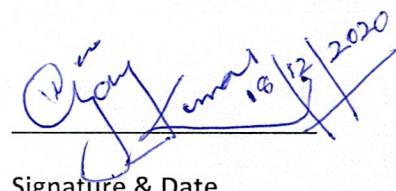
Date: December 16, 2020

Employee ID	: <u>APD-0094</u>
Name of Employee	: <u>Vijay Kumar Laloo</u>
S/O	: <u>Laloo Kambley</u>
Designation	: <u>Litigation & Collection Officer</u>
Department	: <u>WC Collections</u>
CNIC #	: <u>42301-1603239-5</u>
TM/HOD	: <u>Muhammad Mujtaba Khan</u>
Reason	: <u>Due to Low Performance till December 15th, 2020</u>
Day(s)	: <u>2 Days</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, 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 2 day(s) Suspension without pay. The Suspension will be served on **(December 16th & 17th 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.



Signature & Date

Issued By : Urooj Alfred

Team Leader : M. Mujtaba Khan

Department Head: Masood Sabir

Note: All HODs please make note of all the dates amendment in order to comply with company policies and office decorum. Please contact HR in case of any query or concern.