

## Suspension Letter

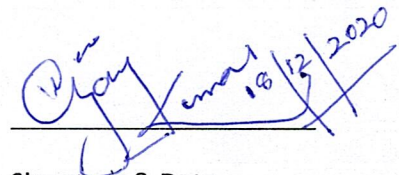
Date: December 16, 2020

Employee ID : APD-0094  
Name of Employee : Vijay Kumar Laloo  
S/O : Laloo Kambley  
Designation : Litigation & Collection Officer  
Department : WC Collections  
CNIC # : 42301-1603239-5  
TM/HOD : Muhammad Mujtaba Khan  
Reason : Due to Low Performance till December 15<sup>th</sup>, 2020  
Day(s) : 2 Days

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 16<sup>th</sup> & 17<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.



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.**