

Suspension Letter

Date: October 21, 2020

Employee ID : PRO-0178
Name of Employee : Khurram Shahzad
S/O : Malik Liaqat Ali
Designation : Litigation & Collection Officer
Department : WC Collections
CNIC # : 374015-130470-3
TM/HOD : Muhammad Adil Khalid
Reason : For not working properly and low performance for the month.
Day(s) : 2 day(s)

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 receiving a 2 day(s) Suspension without pay. The Suspension will be served on **Oct 21st & 22nd 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.



23-10-2020

Signature of Employee

Issued By : Muhammad Adil Khalid

Team Leader : Muhammad Adil Khalid

Department Head: Mehr Ali Naseem