

Dated: 15-06-2022

**WARNING LETTER**

To,

**Name:** Tashfeen Rao S/O Ishtiaq Ahmed

**CNIC #:** 61101-3957068-5

**E.ID:** PRO-0425

**Designation:** Team Manager

**Dept.:** WC Collections

**Location:** Islamabad

In accordance with the policy, this is a letter of warning. This action is based on the following reason(s).

**Reason:** Low Performance

**Explain Reason:** Unable to perform the assigned tasks within the given timeframe.  
Unable to record feedback on the specified sheet.  
Unable to properly follow the instructions provided.  
Unable to meet the desired results.  
Unable to email collectors regarding their training sessions on a timely basis.

This act of your as mentioned above constitutes misconduct as per the certified Standing orders of the company.

I agree to the warning that has been given to me, which had its validity and is being handed out with a way to rectify myself, as how I may refrain myself committing to any mistakes in the future.



Employee Signature

**Issued By:** Human Resources

**Team Lead:** Muhammad Adil Khalid