



Dated: February 17, 2020

WARNING LETTER

To,

Name: Urooj Alfred

E.ID: APD-0060

Designation: Floor Manager

Dept: WC Collections

Location: Karachi

In accordance with the policy, this is a letter of warning. This action is based on your (list performance deficiencies and/or unaccepted behaviors).

Reason: ☐ Disobedience ☐ Intoxication ☐ Tardiness ☐ Foul Language
☐ Low performance ☐ Misuse of Equipment ☒ Other

Explain Reason: **Did not maintain any comments for daily KPI calls for more than a month.**

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: HR / Ops

Department Head: _____

Team Lead: _____