



Dated: April 24, 2020

WARNING LETTER

Name: Vijay Kumar Laloo S/O: Laloo Kambley
CNIC #: 42301-1603239-5
E.ID: APD-0094
Designation: Litigation & Collection Officer
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: Due to Low Performance and current pace is less than 60%.

1st Week Target Vs. Achieved: \$4,909/ \$3,473 – 2nd Week Target Vs. Achieved: \$8,182/ \$2,635

3rd Week Target Vs. Achieved: \$8,182/ \$1,325 – Current Week Target Vs. Achieved: \$8,182/ \$800

The intent of this warning letter is to inform you that your performance has not been satisfactory for the reasons indicated above and to provide you with an opportunity to correct this situation. If your performance is not improved then company holds the right to take strict actions against you.

I acknowledged this warning letter by signing below.

Vijay Kumar Laloo

Employee Name

Issued By: Faraz Manzoor

Department Head: Masood Sabir

Team Lead: M. Mujtaba Khan

Note: This is computer generated document which does not require a signature.



11 of 56

Warning Letter: Michael Smith aka Vijay Kumar Laloo Inbox

54

Reply Reply all Forward**Michael Smith**

to me, vijay.kumar, Ryan, Faraz

PFA.

Michael Smith
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