



Dated: May 12, 2020

WARNING LETTER

Name: Arbaz Khan S/O: Perwaiz Khan

CNIC #: 42201-9112306-3

E.ID: APD-0100

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 current pace is less than 50%.

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.

Arbaz Khan
Employee Name

Issued By: Faraz Manzoor

Department Head: Masood Sabir

Team Lead: Muhammad Mujtaba Khan

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

