

# Appedology

Dated: December 6<sup>th</sup>, 2019

## WARNING LETTER

To,

Name: Rafay Ahmed.

E.ID: APD-0106

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

Fulfillment of Targets  Misuse of Equipment  Other

E.ID: APD-0106  
Explain Reason: Working on less number of files.

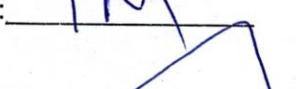
This act of yours as mentioned above constitutes misconduct as per the certified standing orders of the company. It's a first warning letter.

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.

  
Rafay Ahmed  
12/9/19

Employee Signature

Issued By: 

Department Head: 

Team Lead: 