



Dated: Sep 18, 2019

WARNING LETTER

To,

Name: Zohaib Hamman Raja

E.ID:

Designation: Collector

Dept.: Collection

Location: Raenhi

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

Reason: ☐ Disobedience ☐ Intoxication ☐ Tardiness ☐ Foul Language

☐ Low performance ☐ Misuse of Equipment ☒ Other

Explain Reason: Not Following the SOP - Consistently working on low number of files.

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: TM

Department Head: [Signature]

Team Lead: [Signature]