

Appedology

(PVT)LTD

Dated: Sep 18, 2019

WARNING LETTER

To,

Name: Zahair Hanan Raja

E.ID:

Designation: Collector

Dept.: Collection

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

This act of yours 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: 

Team Lead: 