



Dated: December 3rd, 2019

WARNING LETTER

To,

Name: Faizan Waseem

E.ID: APD-0136

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

Explain Reason: Unsatisfactory Performance.

This act of your 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.

Employee Signature

Issued By:

Department Head:

Team Lead: _____