



Dated: March 4, 2020

## WARNING LETTER

To,

**Name:** Hafiz Muhammad Noman Saeed  
**E.ID:** APD-0201  
**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 unacceptable behaviors).

Reason: ☐ Disobedience ☐ Intoxication ☐ Tardiness ☐ Foul Language  
☒ Low performance ☐ Misuse of Equipment ☐ Other

Explain Reason: Due to not following the SOP

This act of your as mentioned above constitutes misconduct as per the certified Standing orders of the company.

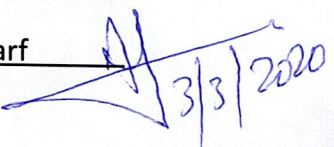
I agree to the warning that has been given to me, which had its validity and is being handed out with a way to rectify myself, as how I may refrain myself committing to any mistakes in the future.

  
Employee Signature

Issued By: Ayesha Sharf

Department Head: Masood Sabir

Team Lead: Ayesha Sharf

 3/3/2020