



Dated: October 21, 2020

WARNING LETTER

Name: Rama Jeewan D/O: Jeewan

CNIC #: 42301-2019376-0

E.ID: APD-0284

Designation: Collections Officer

Dept.: Matrix 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
☐ Low performance ☐ Misuse of Equipment ☒ Other

Explain Reason: Due to not sending daily work stats on a timely basis.

The intent of this warning letter is to inform you that your performance has not been satisfactory for the reasons indicated above and to provide you with an opportunity to correct this situation. If your performance is not improved then company holds the right to take strict actions against you.

I acknowledged this warning letter by signing below.

Rama Jeewan
Employee Name

Issued By: Shafi Zuberi

Department Head: Masood Sabir

Team Lead: Shafi Zuberi

Note: This is computer generated document which does not require a signature.

Rama Jeewan AKA Edward Hawk - Matrix...

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