



Dated: June 25, 2020

WARNING LETTER

To,

Name: Khan Qaiser Ali Lohani **S/O** Rab Nawaz Khan Lohani

CNIC #: 42401-6566732-9

E.ID: APD-0155

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

☒ Low performance ☐ Misuse of Equipment ☐ Other

Explain Reason: Performance for the month of June20 is not satisfactory..

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.

Khan Qaiser Ali Lohani

Employee Name

Issued By: Faraz Manzoor

Department Head: Masood Sabir

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

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