



Dated: October 13, 2020

WARNING LETTER

To,

Name: Khan Qaiser Ali Lohani

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: Due to not been creating collector review notes as per the JD requirements.

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.

 10/13/2020
Employee Signature

Issued By: Muhammad Mujtaba Khan

Department Head: Masood Sabir

Team Lead: Muhammad Mujtaba Khan

 10/13/2020