



Dated: November 6, 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).

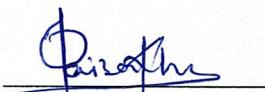
Reason:  Disobedience  Intoxication  Tardiness  Foul Language  
 Low performance  Misuse of Equipment  Other

Explain Reason: Due to not following the SOP's (7 faxes sent & 8 collector review notes made)

This act of yours 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.

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Employee Signature

Issued By: Urooj Alfred

Department Head: Masood Sabir

Team Lead: M. Mujtaba Khan