



Dated: August 21, 2020

## **WARNING LETTER**

To,

**Name: Muhammad Ashraf**

E.ID: APD-0109

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 COVID-19 office SOPs.**

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.

Employee Signature

8-21-2020

Issued By: Faraz Manzoor

Department Head: Masood Sabir

Team Lead: Ayesha Sharf