



Dated: March 12, 2021

WARNING LETTER

Name: Syed Shafi Ahmed Zubairi

S/O: Waheed Ahmed Zubairi

CNIC #: 42101-6127102-5

E.ID: APD-0118

Designation: Collection 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: Not being able to meet the daily target of minimum 50 files a day.

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.


Employee Signature

Issued By: HR Department

Department Head: Stuart Brown

Team Lead: Saima Zulfiqar