



Dated: December 3rd, 2019

## WARNING LETTER

To,

**Name:** Shahbaz Noor Khan.

**E.ID:** APD-0172

**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

Fulfillment of Targets  Misuse of Equipment  Other

Explain Reason: Unsatisfactory Performance.

This act of yours as mentioned above constitutes misconduct as per the certified standing orders of the company. It's a first warning letter.

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

Issued By: MR.

Department Head: JAB

Team Lead: \_\_\_\_\_