



Dated: May 25, 2021

WARNING LETTER

Name: Syed Yousuf Ali

S/O: Shaukat Ali

CNIC #: 421015-372992-1

E.ID: APD-0422

Designation: Litigation & Collection Officer

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: His KPI keeps fluctuating but on most days it's below 50 files, countless reminders have been given but to no avail, he struggles with his target in the last week of every month due to this.

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 from committing to any mistakes in the future.

Employee Signature

Issued By: HR Department

Department Head: Masood Sabir

Team Lead: Saima Zulfiqar