



Dated: December 3rd, 2019

WARNING LETTER

To,

Name: Khan Qaiser Ali Lohani

E.ID: APD-0155

Designation: Litigation & Collection Officer.

Dept.: WC Collections

Location: Karachi

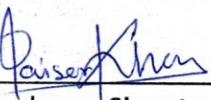
In accordance with the policy, this is a letter of warning. This action is based on your (list performance deficiencies and/or unaccepted behaviors).

Reason: Disobedience Intoxication Tardiness Foul Language
 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: HR

Department Head: QAS

Team Lead: _____