



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 your 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.

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Employee Signature

Issued By: 

Department Head: 

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