



Dated: March 11, 2020

## WARNING LETTER

To,

Name: Talha Rehman

E.ID: APD-0302

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 unacceptable behaviors).

Reason: ☐ Disobedience ☐ Intoxication ☐ Tardiness ☐ Foul Language  
☒ Low performance ☐ Misuse of Equipment ☐ Other

Explain Reason: Due to poor performance in the 1st week of March, 2020.

This act of your 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 committing to any mistakes in the future.

  
Employee Signature

Issued By: Urooj Alfred

Department Head: 

Team Lead: 