

Dated: February 21, 2020

WARNING LETTER

To,

Name: Shahrukh Ali Khan

E.ID: PRO-0077

Designation: Litigation & Collection Officer

Dept: WC Collections

Location: Islamabad

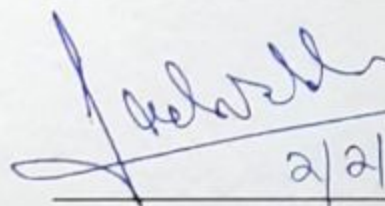
In accordance with the policy, this is a letter of warning. This action is based on your (list performance deficiencies and/or unacceptable behaviors).

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

Explain Reason: Due to Low Performance

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.


2/2/2020

Employee Signature

Issued By: Muhammad Adil Khalid

Department Head: _____

Team Lead: 