



Dated: March 25, 2021

WARNING LETTER

Name: Muhammad Ashraf

S/O: Muhammad Farooq Bhatti

CNIC #: 42201-2638682-3

E.ID: APD-0109

Designation: 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
 Low performance Misuse of Equipment Other

Explain Reason: Not following the Team Manager's directions regarding rectification MRNs.

The intent of this warning letter is to inform you that your performance has not been satisfactory for the reasons indicated above and to provide you with an opportunity to correct this situation. If your performance is not improved then company holds the right to take strict actions against you.

I acknowledged this warning letter by signing below.


Employee Signature *25-03-2021*

Issued By: HR Department

Department Head: Urooj Alfred

Team Lead: Charlotte Martinez