



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 Manger'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