



Warning Letter

To,

Name: Syed Shafi Ahmed Zubairi

CNIC #: 42101-6127102-5

E. ID: APD-0118

Designation: Collections Officer

Department: Matrix 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

Explain Reason: Entire ML CR team was informed to report to work on Friday i-e 14th May, because our weekly target was not met and everyone was sent several reminders via chat as well as whatsapp team group. despite it all Shafi did not show up neither responded to any messages nor contacted me whatsoever.

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: HR Department

Department Head: Masood Sabir

Team Lead: Saima Zulfiqar



Human Resources <hr@appedology.com>

Warning Letter - Syed Shafi Ahmed Zubairi | APD-0118

2 messages

Laurence Palmer <laurence.palmer@matrixdocument.com>

Tue, May 18, 2021 at 11:40 PM

To: Human Resources <hr@appedology.com>

Cc: shafideas@gmail.com, "sajjad, inam" <inam.sajjad@appedology.com>, "manzoor, faraz" <faraz.manzoor@appedology.com>, Omar Zafar <omar.zafar@appedology.com>

Acknowledged,

However, there is no official email regarding this as I just received Hr email which mentioned the day will be off @ 14th on Friday and my cell phone is not working and it's on repair even though I didn't receive any call from Hr on my emergency number to work on Friday.

Kindly consider my recommendation before taking any actions.

Thank You

Regards,
Laurence Palmer
Collections Representative
Matrix Document Imaging
Phone: (626) 600-1053
Fax: (626) 768-2837
Email: laurence.palmer@matrixdocument.com

[Quoted text hidden]

Human Resources <hr@appedology.com>

Tue, May 18, 2021 at 11:25 PM

To: Laurence Palmer <laurence.palmer@matrixdocument.com>, shafideas@gmail.com

Cc: "sajjad, inam" <inam.sajjad@appedology.com>, "manzoor, faraz" <faraz.manzoor@appedology.com>, Omar Zafar <omar.zafar@appedology.com>

Dear Syed Shafi Ahmed Zubairi,

PFA - Kindly acknowledge the **Warning Letter** and revert back on the same email.

Regards**Human Resources Department****Appedology Pvt. Ltd.****hr@appedology.com | jobs@appedology.com |****Contact: 021-35187210 | 0346-4851917****<https://www.linkedin.com/company/appedology-recruitment-pk>****Location Map: <https://bit.ly/33eR2ab>****Warning Letter for Syed Shafi Ahmed Zubairi.pdf**

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