



Dated: November 6, 2020

WARNING LETTER

To,

Name: Zohaib Hassan Raja S/O Waheed Hassan Raja

CNIC #: 42501-0547742-5

E.ID: APD-0129s

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 unaccepted behaviors).

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

Explain Reason: **Due to Less Files Touch (46).**

This act of yours 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.

A handwritten signature in blue ink, appearing to read 'Zohaib' and '06-11-2020'.

Employee Signature

Issued By: Ayesha Sharf

Department Head: Masood Sabir

Team Lead: Ayesha Sharf