



Dated: May 27, 2020

## **WARNING LETTER**

Name: Talha Rehman S/O: Abdul Rehman

CNIC #: 42301-2034346-5

E.ID: APD-0302

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 Low Performance in the month of May, 2020 till (May 22<sup>nd</sup>, 2020)

Monthly Target Vs. Achieved: \$30,000 / \$11,484

Last Week Target: \$7,500

Total Remaining Target: \$18,516

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.

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Talha Rehman

**Employee Name**

**Issued By:** Faraz Manzoor

**Department Head:** Masood Sabir

**Team Lead:** Urooj Alfred

**Note:** This is computer generated document which does not require a signature.

**Gmail** Search mail ? ☰ G Suite

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Reply Reply all Forward

**Jacob Smith** 8:02 AM (36 minutes ago) ⋮  
to me, Jacob, Faraz ...

Acknowledged.

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Thank you,

Jacob Smith  
Case Worker  
Workers Compensation Department  
Medical Lien Management, Inc.  
Office: (951) 808-3877 Ext:1234  
Direct: (909) 698-8090  
Fax: (951) 281-6235  
Mail: P.O. Box 6829 Norco, CA 92860  
Email: [jacob.smith@medicallienmgt.com](mailto:jacob.smith@medicallienmgt.com)  
Website: [www.medicallienmgt.com](http://www.medicallienmgt.com)

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**Inam Sajjad** 6:39 AM (1 hour ago) ⋮  
Hello Talha Rehman aka Jacob Smith, Please find attached the warning letter and acknowledge it accordingly. Regards, Inam Muhammad Sajjad. Payroll & Reporting S