



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 22nd, 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.

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.

