



Dated: July 22, 2020

WARNING LETTER

To,

Name: Muhammad Khurram Shahzad **S/O** Malik Liaqat Ali

CNIC #: 374015-130470-3

E.ID: PRO-0178

Designation: Litigation & Collection Officer

Dept.: WC Collections

Location: Islamabad

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: For putting a fake comment on the file.

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.

Khurram Shahzad

Employee Name

Issued By: Faraz Manzoor

Department Head: Masood Sabir

Team Lead: Muhammad Adil Khalid

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



Inam Sajjad <inam.sajjad@appedology.com>

Warning Letter - Khurram Shahzad - PRO-0178

Josh Parker <josh.parker@medicallienmgt.com>
To: Pro Global HR <hr@proglobaltechnologies.com>
Cc: Josh Parker <khurram.shahzad@proglobaltechnologies.com>, "manzoor, faraz" <faraz.manzoor@appedology.com>, "sajjad, inam" <inam.sajjad@appedology.com>

Wed, Jul 22, 2020 at 8:22 PM

Dear Sir ,

Good Day !!

I am acknowledging the attached letter however kindly allow me to explain what exactly had happened i had a conversation with the DA for one file and got low offer of 10% and i have informed to my Team Lead Sam Mocoy and he suggested me he will further take care of the file and i will not contact to DA . Same file was in my follow up Calendar and i need to move it instead of putting the Comment Case discussed with TM i put the last email comment that was forwarded to DA and i the same had informed to Team Lead Sam Mocoy .

Thank you for your kind understanding .

Thank you,

Josh Parker
Case Worker
Workers Compensation Department
Medical Lien Management, Inc.
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On Wed, Jul 22, 2020 at 8:02 PM Pro Global HR <hr@proglobaltechnologies.com> wrote:
Hello Khurram Shahzad a.k.a Josh Parker,

Please find attached the warning letter and acknowledge it accordingly on this email.

Regards

Human Resources Department

Pro Global Pvt. Ltd.

hr@proglobaltechnologies.com | jobs@proglobaltechnologies.com |

Contact : 051-2877476

<http://www.proglobaltechnologies.com>