



Dated: October 21, 2020

WARNING LETTER

To,

Name: Taimoor Uz Zaman **S/O** Sher Zaman

CNIC #: 37405-4986111-1

E.ID: PRO-0069

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 not doing their job and not preparing more files per collector review notes

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.

Employee Signature

Ch. Taimoor
Oct-21-2020

Issued By: Mehr Ali Naseem

Department Head: Mehr Ali Naseem

Team Lead: Mehr Ali Naseem