



Dated: May 27, 2020

## **WARNING LETTER**

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

Monthly Target Vs. Achieved: \$21,000 / \$7,923

Last Week Target: \$5,250

Total Remaining Target: \$13,077

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

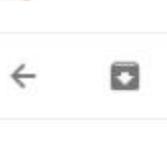
**Employee Name**

**Issued By: Faraz Manzoor**

**Department Head: Masood Sabir**

**Team Lead: M. Adil Khalid**

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

Warning Letter: Khurram Shahzad - PRO-0178 InboxReplyReply allForward**Josh Parker**

to me, Josh, Faraz

Wed, May 27, 11:15 AM (21 hours ago)

Dear Sir ,

Acknowledged. ,

Thank you,

Josh Parker  
Case Worker  
Workers Compensation Department  
Medical Lien Management, Inc.  
Office: (951) 808-3877 Ext: 586  
Direct: (909) 698-8128  
Fax: (951) 281-6235  
Mail: P.O. Box 6829 Norco, CA 92860  
Email: [josh.parker@medicallienmgt.com](mailto:josh.parker@medicallienmgt.com)  
Website: [www.medicallienmgt.com](http://www.medicallienmgt.com)

\*\*\*

**Inam Sajjad**

Hello Khurram Shahzad aka Josh Parker, Please find attached the warning letter and acknowledge it accordingly. Regards, Inam Muhammad Sajjad. Payroll &amp; Reportin

Wed, May 27, 6:27 AM (1 day ago)



Warning Letter: Khurr...

Skype [1]

Microsoft Excel - List

Google Hangouts - in...

Screenshots

Need to Move

Warnings