



Dated: December 28, 2020

WARNING LETTER

Name: Mohsin Kashif Chandna S/O: Kashif Naseem Chandna

CNIC #: 42201-5480403-3

E.ID: APD-0121

Designation: Collections Officer

Dept.: Matrix 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 not being able to maintain a daily target of KPI i-e 50 files per day.

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.

Mohsin Kashif Chandna

Employee Name

Issued By: Saima Zulfiqar

Department Head: Masood Sabir

Team Lead: Saima Zulfiqar

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



Inam Sajjad <inam.sajjad@appedology.com>

Warning Letter - Mohsin Kashif Chandna - APD-01214 messages

Gilbert Cook <gilbert.cook@matrixdocument.com>

Thu, Dec 31, 2020 at 9:09 PM

To: Inam Sajjad <inam.sajjad@appedology.com>

Cc: Skype Manager <mohsin.kashif@appedology.com>, Appedology HR <hr@appedology.com>

Acknowledged.

Regards,

Gilbert Cook
Collections Representative
Matrix Document Imaging
Phone: (626) 251-9697
Fax: (626) 966-9975
Email: Gilbert.Cook@matrixdocument.com

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Inam Sajjad <inam.sajjad@appedology.com>

Thu, Dec 31, 2020 at 5:38 PM

To: Gilbert Cook <gilbert.cook@matrixdocument.com>, Skype Manager <mohsin.kashif@appedology.com>

Cc: Appedology HR <hr@appedology.com>

Soft Reminder.

Regards,

Inam Muhammad Sajjad.
Payroll & Reporting Specialist
Human Resources
Appedology Pvt. Ltd.
inam.sajjad@appedology.com

[Quoted text hidden]

Inam Sajjad <inam.sajjad@appedology.com>

Tue, Dec 29, 2020 at 10:47 AM

To: Gilbert Cook <gilbert.cook@matrixdocument.com>, Skype Manager <mohsin.kashif@appedology.com>

Cc: Appedology HR <hr@appedology.com>

Soft Reminder.

[Quoted text hidden]

Inam Sajjad <inam.sajjad@appedology.com>

Mon, Dec 28, 2020 at 9:31 PM

To: gilbert.cook@matrixdocument.com, Skype Manager <mohsin.kashif@appedology.com>

Cc: Appedology HR <hr@appedology.com>

Dear Mohsin Kashif Chandna aka Gilbert Cook,

Please find attached the warning letter and acknowledge via Email.

Regards,

Inam Muhammad Sajjad.
Payroll & Reporting Specialist
Human Resources
Appedology Pvt. Ltd.
inam.sajjad@appedology.com



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