



Dated: April 24, 2020

## **WARNING LETTER**

Name: Anas Inam S/O: Inam Mian

CNIC #: 42101-5957852-7

E.ID: APD-0144

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 and current pace is less than 60%.

**1st Week Target Vs. Achieved: \$5,045/ \$2,250 – 2nd Week Target Vs. Achieved: \$8,409/ \$4,692**

**3<sup>rd</sup> Week Target Vs. Achieved: \$8,409/ \$1,000 – Current Week Target Vs. Achieved: \$8,409/ \$800**

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.

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Anas Inam

**Employee Name**

**Issued By: Faraz Manzoor**

**Department Head: Masood Sabir**

**Team Lead: Ayesha Sharf**

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

**Gmail** Search mail

51 Warning Letter: Ben Smith aka Anas Inam Inbox

**Acknowledged.** **Received, thank you.** **Acknowledged!**

**Reply** **Reply all** **Forward**

**Ben Smith**  
to me, Charlotte, Faraz

7:51 AM (57 minutes ago)

Acknowledged.

**Ben Smith**  
Case Worker  
Workers Compensation Department  
Medical Lien Management, Inc.  
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Website: [www.medicallienmgt.com](http://www.medicallienmgt.com)



Charlotte Martinez  
Hello Inam, He is not in today. @Ben once you read this email kindly acknowledge. Thanks, Charlotte Martinez Supervisor Workers Compensation Department Medical

Inam Sajjad  
Reminder

**Zarmeem Aman**  
hello sir  
Skype