



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

3rd 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.

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.

Warning Letter: Ben Smith aka Anas Inam 📧 Inbox x


Acknowledged. Received, thank you. Acknowledged!

Reply Reply all Forward

Ben Smith
to me, Charlotte, Faraz ▾

Acknowledged.

Ben Smith
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Medical Lien Management

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