

Sep 30th, 2022

Mr. Ateeq Ur Rehman,
CNIC # 1730157254691,
UCPO - Landi Arbab,
Peshawar - KPK.

Subject: Final Warning Letter on account of Poor Performance

Dear Ateeq Ur Rehman,

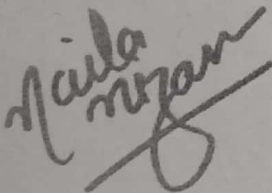
This is with reference to your performance appraisal activity held in the month of September to evaluate your performance in your capacity as Union Council Polio Officer (UCPO) at Landi Arbab - SMT - Peshawar.

It is hereby to inform you that your performance has been marked as "Need Improvement" by your supervisor in the recent performance appraisal activity. This indicates that you have not been able to perform your duties satisfactorily and showed a casual approach to your assigned tasks, reflecting your lack of interest in your job. You were already issued a warning for the same and intimated you to mend your performance but you have shown no improvement so far.

The gravity of negligence committed by you is such that it warrants severe punishment but a lenient view is taken this time and a final warning is awarded to you. Please note that this final warning letter will remain active in your personal files for the next three months and your supervisors will closely monitor your performance during the said period.

Please note that this is the last and final warning and if any negligence of such nature is reported in the future, your employment contract will be terminated with immediate effect.

Regards



HR Department
CHIP Training & Consulting

CC;

Personal File.

CHIP TRAINING & CONSULTING (PVT) LTD

CHIP House. Plot # 1, (Fayyaz Market) St # 9, G-8/2, Islamabad - Pakistan
Tel: +92 51 111 111 920, Fax: +92 51 228 00 81, Email: info@ctc.org.pk

www.ctc.org.pk