

PRIVATE & CONFIDENTIAL

KISSB/ISBAR/11032025-01
March 11, 2025

Irsyad Syauqi Bin Abd Razak
No 2 Jalan TTSTJ 3/10,
Taman Tuanku Jaafar,
71450, Serremban,
Negeri Sembilan;

Dear Mr. Irsyad Syauqi,

PERFORMANCE REVIEW AND EXPECTATIONS

Following our Performance Review meeting on 10th March 2025, we have reviewed your performance over the past two months. As highlighted, there are concerns regarding your ability to complete tasks accurately and independently, which has impacted the team especially shift team.

Key Issues Identified:

- Lack of initiative in asking questions during the training period.
- Repeated mistakes despite guidance from team members.
- Incomplete tasks requiring others to step in after your shift.
- Overall performance below expectations for the role.

During the meeting, you acknowledged these concerns and admitted the mistakes. As a next step, we have set a timeline until 31st March 2025 for you to demonstrate significant improvement.

Expectations Moving Forward:

- Show initiative by asking for clarification when needed.
- Apply feedback and avoid repeating past mistakes.
- Ensure all assigned tasks are completed correctly before the end of your shift.
- Demonstrate improvement in technical knowledge and problem-solving.

Your performance will be closely monitored during this period. We hope to see positive changes, and we encourage you to take this opportunity seriously.

Should you require any clarification or assistance, please do not hesitate to reach out.
Thank you.