

Employee Details			
Name	Afzaal Mehdi	Emp Code	030sols
Designation	Virtual Assistant	Date of Joining	Jul 01, 2023
Number of Working Days	20	Month Salary	November, 2023
Absents	1		
Leaves	1		

Income		Deductions	
Particular	Amount	Particular	Amount
Basic Salary	Rs. 25000	Deduction	Rs. 2000
Designation Bonus	Rs. 0		
KPI Bonus	Rs. 5000		
Project Bonus	Rs. 3000		
Travel Allowance	Rs. 5000		
Total	Rs. 38000	Total	Rs. 2000
Net Salary			Rs. 36000

Muhammad Abuzar	Muhammad Danyal
Created By	Authorized by

Feel free to contact Mr. Abuzar in case of any queries or concerns related to salary

**Reason of Deduction:** We regret to inform you that we have deducted Rs 1500 from your Key Performance Indicator (KPI) due to poor performance in client communication. Additionally, Rs 500 was deducted due to your absence. You must improve your communication with the client to avoid further deductions. Effective communication with clients is essential for the success of our organization, and we trust that you will take the necessary steps to rectify this issue promptly. We value your contribution to the team and hope to see an improvement in your performance soon.

## For More information:

**Address:** High End Plaza, MB1, Citi Housing, Jhelum, Punjab, Pakistan

**Website:** <https://reblatesols.com>

**Email:** [info@reblatesols.com](mailto:info@reblatesols.com)

**Phone Number:** +1 (646) 814-8076