

FROM: HRD

KTB TRADING CO WLL

TO :

Talabat ID :

CPR :

DATE:

SUBJECT: **Final Warning - COD**

This letter is to address the concern of pending cash on delivery payments that have not been deposited with TALABAT. This is a serious breach of our trust and may result in a negative impact on our relationship with our partners and the reputation of our company.

We urge all riders to take immediate action to rectify **this situation by daily clearing the deposits without any delay.** **And also remember to carry enough cash as change in cash on delivery orders, to pay back the customer with the balance amoun**t. Failure to do so may result in disciplinary action, including termination of employment with our company. Please take this warning seriously and help us maintain our company's reputation and the trust of our customers.

For KTB TRADING CO.

