

Dated: 04-08-2022

WARNING LETTER

To,

Name: Omar Zafar Ansari S/O Zafar Umar Ansari

CNIC #: 42401-4217088-9

E.ID: APD-0473

Designation: Assistant Manager - Recruitment

Dept.: Human Resources

Location: Karachi

In accordance with the policy, this is a letter of warning. This action is based on the following reason(s).

Reason: Low Performance

Explain Reason: Test :

He is not working on KPI properly and spending more time on the floor with other employees

This act of your as mentioned above constitutes misconduct as per the certified Standing orders of the company.

I agree to the warning that has been given to me, which had its validity and is being handed out with a way to rectify myself, as how I may refrain myself committing to any mistakes in the future.

Employee Signature

Issued By: Human Resources

Team Lead: Danish Khan