

Dated: 11-08-2022

**WARNING LETTER**

To,

**Name:** Arham Khan S/O Ahtisham UI Islam

**CNIC #:** 42201-8745067-3

**E.ID:** APD-1060

**Designation:** Senior Training Executive

**Dept.:** Training & Development

**Location:** Karachi

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

**Reason:** {{input:reason\_for\_warning}}

**Explain Reason:** Missed the Wave 11 -Week 3 & 4 Test quiz

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.

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**Employee Signature**

**Issued By:** Human Resources

**Team Lead:** Danish Rasheed