

Dated: 15-08-2022

WARNING LETTER

To,

Name: Waseem Ahmed S/O Zafeer Ahmed

CNIC #: 42401-9299645-9

E.ID: PRO-0377

Designation: Medical Billing Executive

Dept.: GreenSense Billing - Operations

Location: Islamabad

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

Reason: Disobedience

Explain Reason: He did not come office on the last working day 8/12/2022 although we have informed and insist him to come and accomplish the task you were assigned but he did not come due to his personal issue. being a Team Lead (Hamid Ali) I am writing to issue him a warning letter.

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: Malik Zohaib Zafar