

Dated: 16-08-2022

**WARNING LETTER**

To,

**Name:** Irtiq Asif D/O Muhammad Asif

**CNIC #:** 42201-7808648-2

**E.ID:** APD-0784

**Designation:** Negotiation Officer

**Dept.:** Med Legal

**Location:** Karachi

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

**Reason:** Disobedience

**Explain Reason:** Christopher Zeck (On-Call Manager) Asked Kate smith to stop talking and focus on her work. To which she responded rudely to him saying it was only for 5 mins. My observations are that she was constantly talking for over 20 mins. Also to add she abruptly walked out of the room and slammed the room. For the past 3 months she hasn't been able to achieve her targets and attitude is also not good. Doesn't listen to any instructions provided by Ivan Team Manager or Christopher On-Call Manager. Please issue a warning letter for this incompetent behaviour and conduct a serious session with her.

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:** Ivan Joseph Lazarus