

Dated: 29-08-2022

WARNING LETTER

To,

Name: Asad Naseer S/O Naseer Ahmed

CNIC #: 33100-4730257-3

E.ID: PRO-0368

Designation: Negotiation Officer

Dept.: Med Legal

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: Asad Naseer AKA Gabriel Luke you were not able to come back from home town due to the transport issue during 9-10th Muharram and had asked if he can WFH. You did not work the entire day on Monday (9th Muharram) and were unreachable. On Tuesday (10th Muharram) you logged in late and went offline before an important meeting. Multiple calls and messages later you came online but told me that you weren't able to join the meeting as you did not have headphones and were in an unsuitable environment to take the call. I told you that this was irresponsible behavior on your part and questioned if you had even made any phone calls that day. To which you replied, "like wise". and that you are going back offline. You went offline after that and did not read or respond to my messages.

In light of these events, you are hereby being officially warned for misconduct and misbehavior. Your actions are disrespectful and your efforts dishonest. Such behavior will not be tolerated and you will have to face additional disciplinary consequences if found engaging in such activities in the future.

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: Mubeen Mujeeb