

Dated: 30-08-2022

WARNING LETTER

To,

Name: Muhammad Hasnain S/O Ghulam Hussain

CNIC #: 31202-3498623-7

E.ID: APD-0958

Designation: Office Boy

Dept.: Administration

Location: Karachi

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

Reason: Others

Explain Reason: Due to unprofessional attitude with colleagues & fellow workers

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: Ansar Ali