

Dated: 30-08-2022

**WARNING LETTER**

To,

**Name:** Yashwant Jagdish S/O Jagdish Kumar

**CNIC #:** 42101-2807913-9

**E.ID:** APD-0959

**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:** A final warning was issued on instructions of Mr.Ansar as you have taken off without informing him.

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:** Ansar Ali