

Dated: 13-09-2021

**WARNING LETTER**

To,

**Name:** Farisa Hassan D/O Iqbal Hassan

**CNIC #:** 42201-5310420-4

**E.ID:** APD-0656

**Designation:** Social Media Executive

**Dept.:** Human Resources

**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:** negligence at work - mistakes in Social media post

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:** Faraz Manzoor