

Dated: 17-11-2021

WARNING LETTER

To,

Name: Imran Rasheed Khan S/O Rasheed Akhter Khan

CNIC #: 37406-1576667-9

E.ID: PRO-0142

Designation: Sr. HR Executive

Dept.: Human Resources

Location: Islamabad

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 - Input wrong information in HRM

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: Faraz Manzoor