

Dated: 13-03-2024

**Warning Letter**

To,

**Name:** Faizan Fayyaz S/O Fayyaz Muhammad

**CNIC #:** 42201-9287194-1

**E.ID:** APD-1126

**Designation:** Team Lead

**Dept.:** Outsourced Business Solutions

**Location:** Karachi

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

**Reason: Behaviour**

Explanation: It has come to our attention that your behavior during the Sehri break time did not meet the standards of professionalism, as you were found involved in a heated argument with Admin staff member. Such type of incidence is unacceptable as it violates the decorum of the workplace and disciplinary guidelines communicated to our employees. Specially As a team lead, you are expected to uphold the values and standards of our company, both during work hours and during breaks. Please be mindful of your behavior in the future and ensure that it aligns with our company's values and expectations. Consider this letter as a formal warning regarding this specific incident. We trust that you will take the necessary steps to improve your conduct and uphold the professionalism expected from a team lead.

**Issued By:** Human Resources

**Team Lead:** Arsalan Ali