

Dated: 15-03-2024

Warning Letter

To,

Name: Nathan Noel Francis S/O Raphael Ian Francis

CNIC #: 42301-5759309-5

E.ID: APD-1731

Designation: Business Development Executive

Dept.: Sales & Marketing

Location: Karachi

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

Reason: Dependability

Explanation: This letter serves as a formal and final warning regarding your consistent pattern of tardiness and absenteeism. Despite repeated discussions, counseling sessions, NCNS and warnings, your attendance and punctuality have not shown any significant improvement. This behavior is unacceptable and cannot continue. Your habitual NCNS, late arrivals and frequent absences disrupt workflow, affect team morale, and compromise productivity. It reflects poorly on your commitment to your role and the organization as a whole. Please be advised that this is the final warning regarding attendance and punctuality. Failure to promptly correct this behavior will result in immediate termination of your employment with the Company. We cannot afford to tolerate any further disregard for our policies and expectations. We expect to see a significant and sustained improvement in your attendance and punctuality starting immediately. This means arriving on time for all scheduled shifts and adhering to the company's policies regarding attendance and leave requests. This is a serious matter, and we trust that you will treat it as such. Your future with the Company depends on your immediate and sustained improvement in attendance and punctuality.

Issued By: Human Resources

Team Lead: Imran Abdus Salam