

**Dated: 22-03-2024**

**Warning Letter**

To,

**Name:** Muhammad Ali S/O Muhammad Usman

**CNIC #:** 42201-6925791-7

**E.ID:** APD-1423

**Designation:** Operation Support Executive

**Dept.:** Support - Operations

**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 communication serves to address the recent discrepancy regarding your attendance. Despite your prior commitment to arrive late for duty on March 21, 2024, you failed to report as scheduled. This instance is indicative of a recurring pattern of inconsistency and reliability issues. We are issuing this final warning concerning your failure to fulfill commitments and past dependability concerns. It is imperative that you adhere strictly to company policies and expectations regarding punctuality and dependability moving forward. Failure to do so may result in further disciplinary action, up to and including termination, as deemed necessary by the HR department. We trust that you will take this matter seriously and make the necessary adjustments to ensure future compliance with company policies and expectations.

**Issued By:** Human Resources

**Team Lead:** Ali Ahmed