



Dated: 20-03-2024

Warning Letter

To,

Name: Mehwish D/O Farman Ilahi**CNIC #:** 42401-7653070-0**E.ID:** APD-1427**Designation:** Back Office Operations Executive**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: Violation Of SOP

Explanation: It has come to our attention that on March 19, 2024, you did not utilize the van service provided by the company after your shift without any prior intimation to the concerned team which is a violation of the Company's Standard Operating Procedure.

As per the SOP, all employees are required to inform the admin team if they will not be using the van service for the particular shift, and this notification should be given at least two hours in advance. We understand that there may be unforeseen circumstances that prevent you from utilizing the van service, but you must communicate this to the respective authorities promptly.

Failure to do so not only violates the company policy but also disrupts our logistical planning. Effective immediately, we would like to remind you of the importance of adhering to company policies and procedures, including the requirement to inform the management team if you will not be using the van service.

This ensures smooth operations and helps us to better accommodate the needs of all our employees. Please consider this letter as a formal warning regarding this matter. Continued disregard for company policies may result in further disciplinary action.

If you have any questions or concerns regarding this issue, please do not hesitate to reach out to us. We are here to assist you in any way possible.

Thank you for your attention to this matter, and we trust that you will take the necessary steps to ensure compliance with company policies moving forward.

Issued By: Human Resources**Team Lead:** Arsalan Ali