

Dated: 30-08-2021

**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:** Low Performance

**Explain Reason:** failed to perform the assigned task - Collections Batch

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.

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**Employee Signature**

**Issued By:** Human Resources

**Team Lead:** Faraz Manzoor