

Dated: 10-03-2022

WARNING LETTER

To,

Name: Syed Shafi Ahmed Zubairi S/O Waheed Ahmed Zubairi

CNIC #: 42101-6127102-5

E.ID: APD-0118

Designation: On-Call Team Manager

Dept.: Matrix Collections

Location: Karachi

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

Reason: Others

Explain Reason: miscommunication while working from home on 1st & 3rd March

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.

Employee Signature

Issued By: Human Resources

Team Lead: Saima Zulfikar