

Dated: 02-03-2022

**WARNING LETTER**

To,

**Name:** Raheel Jeewan Lal S/O Jeewan Lal

**CNIC #:** 42301-4602651-7

**E.ID:** APD-0175

**Designation:** Scheduler

**Dept.:** Matrix Document Imaging

**Location:** Karachi

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

**Reason:** Disobedience

**Explain Reason:** He is coming late to shift most of the time and already served him multiple verbal warnings but he failed to follow instructions. Today he also reached late at work without a valid reason. This warning letter is issued concerning late arrivals only and not related to his work performance.

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:** Taha Shamshad Warsi