

Dated: 30-08-2021

WARNING LETTER

To,

Name: Rama Jeewan D/O Jeewan

CNIC #: 42301-2019376-0

E.ID: APD-0284

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: Others

Explain Reason: Failure to abide by the company's COVID-19 Policy.

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: Yahya Abid Paracha