

Dated: 04-03-2022

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: Disobedience

Explain Reason: She reached late at work on without a valid reason, Already given multiple verbal warnings earlier and documented on HRM. This letter is concerning her late arrivals and not related to her work performance.

This act of yours 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 view to rectify myself, as how I may refrain myself committing to any mistakes in the future.

Employee Signature

Issued By: Human Resources

Team Lead: Taha Shamshad Warsi