

Dated: 23-08-2021

WARNING LETTER

To,

Name: Alina Shaheen D/O Mohammad Tariq

CNIC #: 42301-4156985-6

E.ID: APD-0306

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:

2nd Warning due to failure to abide by the company's COVID-19 Policy. After several reminders on emails and verbally you were not able to get yourself vaccinated with your second shot.

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