

Dated: 20-12-2021

WARNING LETTER

To,

Name: Muhammad Kumail S/O Murtaza Hussain

CNIC #: 42201-2481591-1

E.ID: APD-0486

Designation: Verifier

Dept.: WC Support

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: Misconduct, unsatisfactory performance & failure to follow instructions and SOPs.

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 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: Farjad Jawaid



021-35294929



2nd Floor, 66c-68c, 25th Street,
Phase V Tauheed Commercial Area,
Karachi, 75500.



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