

Dated: 21-01-2022

**WARNING LETTER**

To,

**Name:** Muhammad Kumail S/O Murtaza Hussain

**CNIC #:** 42201-2481591-1

**E.ID:** APD-0486

**Designation:** Client Services Executive

**Dept.:** Software Business Development

**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:** Despite numerous warnings, Muhammad Kumail is taking breaks exceeding 2+ hours. The matter has previously highlighted numerous times with no improvement.

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:** Management

**Team Lead:** Najeeb Ur Rehman