

Dated: 30-08-2021

## WARNING LETTER

To,

**Name:** Ali Hamza S/O Muhammad Asghar

**CNIC #:** 42301-1974923-1

**E.ID:** APD-0533

**Designation:** Operations Support Executive

**Dept.:** Support Operations (Non Calling)

**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:** No Show No Call

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.

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**Employee Signature**

**Issued By:** Human Resources

**Team Lead:** Mirza Jahanzaib Baig