

Dated: 22-10-2021

WARNING LETTER

To,

Name: Muhammad Yousuf Khan S/O Iftikhar Ahmed Khan

CNIC #: 42201-8195231-1

E.ID: APD-0567

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: Muhammad Yousuf Kashmiri has not been able to maintain his punctuality and he is also not in office for the day as of yet. I have tried contacting him but he is not picking up the phone. He has late comings and absences through out the previous months as well.

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: Yahya Abid Paracha