

Dated: 30-08-2021

## WARNING LETTER

To,

**Name:** Ventakash Pawan S/O Pawan Kumar

**CNIC #:** 43206-3562749-7

**E.ID:** APD-0601

**Designation:** Accountant

**Dept.:** Accounts & Check Processing

**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:** Failure to abide by the company's COVID-19 Policy.

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:** Abdul Rehman Khan



021-35294929



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



[www.appedology.pk](http://www.appedology.pk)