

Dated: 01-10-2021

**WARNING LETTER**

To,

**Name:** Haseeb Ahmed Khan S/O Nadeem Ahmed Khan

**CNIC #:** 42201-9593642-7

**E.ID:** APD-0620

**Designation:** Personal Injury Asset Officer

**Dept.:** PI Collections

**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:** It's pretty clear that you are working in a company and we have some rules to follow. You can not use your official email to have a chit-chat with your friends outside the company or even if it's within the company. Your email is restricted to use as per the direction from the Manager only. Take this as a final warning on this issue.

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:** Human Resources

**Team Lead:** Ayesha Sharf