

Dated: 18-11-2021

WARNING LETTER

To,

Name: Syeda Anum Subzwari Subzwari D/O Syed Tauqeer Ahmed Subzwari

CNIC #: 42201-5861348-0

E.ID: APD-0630

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: Others

Explain Reason: Continuously made the same mistakes in her assigned task.

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.

Employee Signature

Issued By: Human Resources

Team Lead: Mirza Jahanzaib Baig