

Dated: 29-12-2021

WARNING LETTER

To,

Name: Shamin Sohail D/O Sohail Abdul Mehboob

CNIC #: 42201-7122130-2

E.ID: APD-0632

Designation: Negotiation Officer

Dept.: WC Collections

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: Nonserious attitude a lot of absenteeism.

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: Ghufran Ahmed Farooqi