

Dated: 26-08-2021

## WARNING LETTER

To,

**Name:** Sahil Kumar S/O Gural Das

**CNIC #:** 43203-8138519-3

**E.ID:** APD-0637

**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:** Team,

Zach Murphy showed up on the floor at around 08:20 PM today but he asked one of his teammate, Dylan Walker, to log in HRM for him by sharing his credentials which is a serious offence and lie in an integrity issue.

We have conducted a session with both of them and would like HR to have a word with both on the matter.

Let me know if anything else is required.

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.

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**Employee Signature**

**Issued By:** Human Resources

**Team Lead:** Vijay Kumar Laloo



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