

Dated: 30-08-2021

WARNING LETTER

To,

Name: Sumera Kashif D/O Kashif Ghiasuddin

CNIC #: 42101-6050103-8

E.ID: APD-0640

Designation: Collections Officer

Dept.: Matrix 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: 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: Saima Zulfiqar



021-35294929



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



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