

Dated: 05-04-2022

WARNING LETTER

To,

Name: Farisa Hassan D/O Iqbal Hassan

CNIC #: 42201-5310420-4

E.ID: APD-0656

Designation: Social Media Executive

Dept.: Human Resources

Location: karachi

In accordance with the policy, this is a letter of warning. This action is based on the following reason(s).

Reason: Low Performance

Explain Reason: Farisa, as per our discussion. We agreed, that you will be sharing a monthly activity calendar before the 25th of the month. Please note In any delay, you are required to discuss it before the due date.

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: Omar Zafar Ansari