

Dated: 21-03-2022

## WARNING LETTER

To,

**Name:** Kashif Raza Jatoi S/O Nazimuddin Jatoi

**CNIC #:** 42301-5686899-5

**E.ID:** APD-0668

**Designation:** Supervisor - Administration

**Dept.:** Administration

**Location:** Karachi

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

**Reason:** Disobedience

**Explain Reason:** Reluctant to follow instructions issue from top Authority and purposely ignore the assigned task which is a part of his J.D

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:** System Role

**Team Lead:** Ansar Ali



021-35294929



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Phase V Tauheed Commercial Area,  
Karachi, 75500.



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