

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 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: System Role

Team Lead: Ansar Ali