

Dated: 29-06-2022

**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:** Low Performance

**Explain Reason:** Primarily for not being active on Business emails. Not timely informing about "Not joined" Employees to reporting Manager. And as per the report by Finance, three users appeared to be active in van services where they're not active in company records.

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.

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**Employee Signature**

**Issued By:** System Role

**Team Lead:** Ansar Ali