

Dated: 18-04-2022

WARNING LETTER

To,

Name: Muhammad Haris Khan S/O Abdul Sattar Khan

CNIC #: 42201-0421037-7

E.ID: APD-0672

Designation: Business Development Executive

Dept.: Sales & Marketing

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: Not following the SOP

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: Ashlin Francis Michael