

Dated: 26-04-2022

**WARNING LETTER**

To,

**Name:** Shariq Siddiqui S/O Sajid Siddiqui

**CNIC #:** 42101-6679651-5

**E.ID:** APD-0743

**Designation:** Negotiation Officer

**Dept.:** WC Collections

**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:** MRN#490093 Adjuster advised him on 1/10/2022 to not contact them again and ask for Cease N Desist and after that, he reach out to the adjuster again and the adjuster ask her da to file the cost and sanction.

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:** Human Resources

**Team Lead:** Muhammad Ashraf