

Dated: 10-05-2022

## WARNING LETTER

To,

**Name:** Amjad Baig Chughtai S/O Asaad Baig Chughtai

**CNIC #:** 42101-6691249-5

**E.ID:** APD-0747

**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:** Others

**Explain Reason:** This Warning Letter is being issued as you were found not following your Manager's instruction on the case: 493451.

You were being reminded by Manager Carl Stark several times to follow the NSP made for this case but no action was taken from your side.

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:** Human Resources

**Team Lead:** Muhammad Anas Shaikh



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