

Dated: 20-05-2022

## WARNING LETTER

To,

**Name:** Malik Muhammad Zeeshan S/O Muhammad Shahid

**CNIC #:** 42101-1583922-1

**E.ID:** APD-0910

**Designation:** Sr. PHP Developer

**Dept.:** Software House

**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:** Zeeshan is absent from 4 days, mentioning that he is not feeling well and checking with the doctor and the hospital. Today on inquiring again, he mentioned that he needs 2 more days to gain health and appear in the office. There are 2 urgent based projects on him which need to be delivered ASAP and the whole Software Management is responsible to get those projects completed. Further few new upcoming tasks have to be done. Knowing all this, he still does not appear office and asking for more leaves. This is highly unprofessional attitude. Besides this, Zeeshan's Check-In and Check-Out during the probationary period overall is also disturbed and random. A warning letter based on his attendance and specially the performance and responsibilities is issued to him.

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:** Mansoor Ahmed