

Dated: 02-08-2021

**WARNING LETTER**

To,

**Name:** John Smith S/O Zaryab Mansoor

**CNIC #:** 4210110245711

**E.ID:** APD-1234

**Designation:** Manager Business Intelligence

**Dept.:** Business Process Automation

**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 (if others):**

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:** Zaryab Mansoor