

Dated: 23-05-2022

**WARNING LETTER**

To,

**Name:** Chaudhry Sarmad Saleem S/O Ch Saleem Akhtar

**CNIC #:** 37405-5905463-7

**E.ID:** PRO-0336

**Designation:** Negotiation Officer

**Dept.:** WC Collections

**Location:** Islamabad

In accordance with the policy, this is a letter of warning. This action is based on the following reason(s).

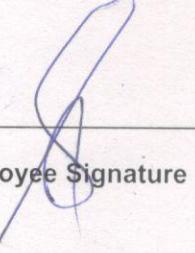
**Reason:** Others

**Explain Reason:** Unable to come, Leave not approved, no prior Intimation

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.

**Employee Signature**



**Issued By:** Human Resources

**Team Lead:** Muhammad Adil Khalid