

Dated: 30-08-2021

**WARNING LETTER**

To,

**Name:** Wahid Mir S/O Arshad Mir

**CNIC #:** 37405-1715142-3

**E.ID:** PRO-0123

**Designation:** Operations Support Executive

**Dept.:** Support Operations (Non Calling)

**Location:** Islamabad

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

**Reason:** Low Performance

**Explain Reason:** Failure to fulfill the monthly targets for the month of July and August 2021.

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:** Mirza Jahanzaib Baig