

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 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: Mirza Jahanzaib Baig