

Dated: 16-03-2022

### **WARNING LETTER**

To,

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

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

**E.ID:** PRO-0123

**Designation:** Medical Billing Executive

**Dept.:** GreenSense Billing - Operations

**Location:** Islamabad

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

**Reason:** Disobedience

**Explain Reason:** It is our sincere hope that you will adhere to the company's attendance expectations to avoid further actions. Any employee tardy, absent or left early without approval will consider as absent. It is noticed that you're absents are marked as present on portal which is un-lawful activity according to companies policy, so You are hereby advised that further infractions of our attendance policy will not be accepted and that proper attendance is required. Kindly treat this matter with all the urgency and seriousness it demands.

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:** Malik Zohaib Zafar