

Dated: 26-10-2021

WARNING LETTER

To,

Name: Khurram Shahzad S/O Malik Liaqat Ali

CNIC #: 37401-5130470-3

E.ID: PRO-0178

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: He has been taking lots of leaves every month and we have no control over his attendance issues. Yesterday he was suspended due to 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: Amir Ashfaq