

Dated: 05-08-2021

**WARNING LETTER**

To,

**Name:** Irfan Ali S/O Ali Nawaz

**CNIC #:** 6110178866609

**E.ID:** PRO-0235

**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:** Disobedience

**Explain Reason:** Not following the instructions after multiple reminders.

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:** Muhammad Adil Khalid