

Dated: 30-08-2021

WARNING LETTER

To,

Name: Muhammad Arslan Munawar S/O Sultan Munawar

CNIC #: 61101-7237655-7

E.ID: PRO-0260

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: Failure to abide by the company's COVID-19 Policy.

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 view to rectify myself, as how I may refrain myself committing to any mistakes in the future.

Employee Signature

Issued By: Human Resources

Team Lead: Muhammad Adil Khalid