

Dated: 13-06-2022

### **WARNING LETTER**

To,

**Name:** Zeeshan Ali S/O Muhammad Aslam

**CNIC #:** 61101-0468430-5

**E.ID:** PRO-0274

**Designation:** Credentialing Analyst

**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:** Low Performance

**Explain Reason:** Respected Employee, I want to say that you have been very negligent while performing your work and, due to this warning letter is issued to you to resolve your matters and focus on your performance and also follow office timings strictly.

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