

Dated: 05-08-2021

WARNING LETTER

To,

Name: Abdul Ahad Ali S/O Muhammad Ali

CNIC #: 6110168044303

E.ID: PRO-0310

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 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: Muhammad Adil Khalid