

Dated: 19-04-2022

WARNING LETTER

To,

Name: Fahan Harison S/O Harison Leslie

CNIC #: 37405-3996270-5

E.ID: PRO-0320

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: Took leave without prior approval and did not inform Manager in a timely manner

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.

Employee Signature

Issued By: Human Resources

Team Lead: Adil Hussain Awan