

Dated: 23-08-2021

## **WARNING LETTER**

To,

**Name:** Umar Atta Ur Rehman S/O Atta Ur Rehman Chohan

**CNIC #:** 37405-9791365-5

**E.ID:** PRO-0325

**Designation:** Lead Account Manager

**Dept.:** Greensense Operations

**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:**

2nd Warning due to failure to abide by the company's COVID-19 Policy. After several reminders on emails and verbally you were not able to get yourself vaccinated with your second shot.

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.

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**Employee Signature**

**Issued By:** Human Resources

**Team Lead:** Malik Zohaib Zafar