

Dated: 11-02-2022

## **WARNING LETTER**

To,

**Name:** Suleman Jacob S/O Jacob

**CNIC #:** 37405-6984824-1

**E.ID:** PRO-0350

**Designation:** Negotiation Officer

**Dept.:** IMR 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:** The agent has been coming to work late, habitually. Today too he was late to work but when he was questioned by the Floor manager (Max Cooper) he lied to him saying that he had come in early and had checked in before he left again to go out for a cigarette. Whereas, he had not come into work by that time and had checked in into the HRM from his mobile instead. He then was instructed by his manager (Nathaniel Adams), HR (Imran), and Floor manager (Max) to start obeying the rules if he wants to continue as he is persistently failing to follow instructions.

30 mins before the lunch break he asked if he could use the men's room which his manager allowed but he did not return back till after the lunch break, an hour later, and said that he had gone to a birthday party of a friend. Upon returning from there he was unable to work. When asked he said he wasn't feeling well but showed signs of intoxication. Since he was creating a disturbance on the floor he was told to sit in the entrance and not to leave the office premises. He again disobeyed the instructions and had gone to the Cafe only to return 5 mins before shift end to check out on HRM.

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.

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**Employee Signature**

**Issued By:** Human Resources

**Team Lead:** Mubeen Mujeeb



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