

Dated: 28-03-2022

**WARNING LETTER**

To,

**Name:** Uzair Ahmed S/O Fareed Ahmed

**CNIC #:** 35201-0741120-9

**E.ID:** PRO-0363

**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:** Failed to follow instruction and unable to put the right action status on medflow despite guidance provided..

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:** Amir Ashfaq