

Dated: 12-05-2022

WARNING LETTER

To,

Name: Hashir Hafeez S/O Muhammad Hafeez

CNIC #: 61101-3901077-9

E.ID: PRO-0381

Designation: Negotiation Officer

Dept.: Med Legal

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 Individual was instructed and notified repeatedly to update about his break on board but is still not following instructions.

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: Mubeen Mujeeb