

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 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:** Mubeen Mujeeb