

Dated: 18-05-2022

WARNING LETTER

To,

Name: Amna D/O M. Younas

CNIC #: 34601-1954022-2

E.ID: PRO-0423

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: Disobedience

Explain Reason: Its regarding Amna (Sharon Wayne) she didn't show up after the break and neither informed me of her absence from the floor, I tried to call here twice but didn't get any responce back. This is not the first time, it had happen twice before. She has been given verbal warnings by me and nick. We had couple of session with her on this pirticular issue and i found no change in her character. Kindly issue her the warning letter on her casual and non professional behaviour. Thank you

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.

Employee Signature

Issued By: Human Resources

Team Lead: Tashfeen Rao