



Dated: February 17th, 2020

WARNING LETTER

To,

Name: Adeel Lateef

E.ID: APD-0050

Designation: Support Executive

Dept.: Support Operations (Non Calling)

Location: Karachi.

In accordance with the policy, this is a letter of warning. This action is based on your (list performance deficiencies and/or unaccepted behaviors).

Reason: ☒ Disobedience ☐ Intoxication ☐ Tardiness ☐ Foul Language
☒ Fulfillment of Targets ☐ Misuse of Equipment ☐ Other

Explain Reason: **Failed to meet Job Responsibilities.**

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: H.R.

Department Head: 

Team Lead: 