



Dated: February 17<sup>th</sup>, 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 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: H. R

Department Head: Shaukat

Team Lead: Jahangir