



Dated: June 17, 2021

## **WARNING LETTER**

To,

Name: Ghufran Ahmed Farooqi S/O Shaheer Ahmed Farooqi

CNIC #: 42101-2097915-3

E.ID: APD-0091

Designation: Acting Team Manager

Dept.: WC Collections

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

Low performance  Misuse of Equipment  Other

Explain Reason: **Failure to adhere to the company's COVID-19 vaccination policy.**

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.

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**Employee Signature**

Issued By: HR / Ops

Manager: Rahat



Inam Sajjad &lt;inam.sajjad@appedology.com&gt;

## Warning Letter - Ghufran Ahmed Farooqi - APD-0091

3 messages

**Human Resources** <hr@appedology.com>

Fri, Jun 18, 2021 at 12:49 AM

To: Morgan Austin &lt;morgan.austin@medicallienmgt.com&gt;

Cc: "manzoor, faraz" &lt;faraz.manzoor@appedology.com&gt;, "sajjad, inam" &lt;inam.sajjad@appedology.com&gt;

Reason is mentioned in the letter i.e. **Failure to adhere to the covid-19 vaccine policy.**

We have sent you reminders multiple times to get yourself vaccinated even though we have extended the deadline . If you dont get yourself vaccinated by 20th June you will be sent to work from home and a financial penalty may apply.

Regards

**Human Resources Department**

**Appedology Pvt. Ltd.**

[hr@appedology.com](mailto:hr@appedology.com) | [jobs@appedology.com](mailto:jobs@appedology.com) |

**Contact: 021-35187210 | 0346-4851917**

<https://www.linkedin.com/company/appedology-recruitment-pk>

**Location Map:** <https://g.page/AppedologyPakistan?share>

[Quoted text hidden]

**Morgan Austin** <morgan.austin@medicallienmgt.com>

Fri, Jun 18, 2021 at 12:36 AM

To: Human Resources &lt;hr@appedology.com&gt;

Cc: Morgan Austin &lt;ghufran.farooqi@appedology.com&gt;, "sajjad, inam" &lt;inam.sajjad@appedology.com&gt;

I won't acknowledge and what's the main reason explain here.

[Quoted text hidden]

**Human Resources** <hr@appedology.com>

Fri, Jun 18, 2021 at 12:36 AM

To: Morgan Austin &lt;morgan.austin@medicallienmgt.com&gt;, ghufran.farooqi@appedology.com

Cc: "sajjad, inam" &lt;inam.sajjad@appedology.com&gt;

Dear Ghufran Ahmed Farooqi aka Morgan Austin,

Please find attached the warning letter and acknowledge via Email.

Regards

**Human Resources Department**

**Appedology Pvt. Ltd.**

[hr@appedology.com](mailto:hr@appedology.com) | [jobs@appedology.com](mailto:jobs@appedology.com) |

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**Warning Letter - Ghufran Ahmed Farooqi - APD-0091.pdf**

