



Dated: June 17, 2021

WARNING LETTER

To,

Name: Saad Salim S/O M. Salim Mirza

CNIC #: 42101-2079956-1

E.ID: APD-0122

Designation: Supervisor QA

Dept.: Matrix Document Imaging

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 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: HR / Ops

Manager: Yahya Abid Paracha



Inam Sajjad <inam.sajjad@appedology.com>

Warning Letter - Saad Salim - APD-0122

3 messages

Human Resources <hr@appedology.com>

Fri, Jun 18, 2021 at 5:36 PM

To: Alex Smith <alex.smith@matrixdocument.com>

Cc: Alex Smith <saad.salim@appedology.com>, "sajjad, inam" <inam.sajjad@appedology.com>, David Morgan <david.morgan@matrixdocument.com>

This is not HR responsibility to advise where to get vaccines , we have given 3 weeks to get yourself vaccinated. It's too late to say that vaccinations are not available from Monday onwards there will be a financial penalty imposed on all resources who were not vaccinated

Regards**Human Resources Department****Appedology Pvt. Ltd.**hr@appedology.com | 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]

Alex Smith <alex.smith@matrixdocument.com>

Fri, Jun 18, 2021 at 1:24 AM

To: Human Resources <hr@appedology.com>

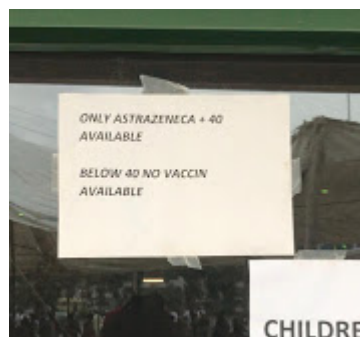
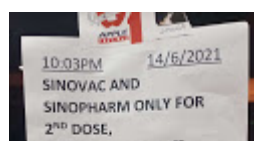
Cc: Alex Smith <saad.salim@appedology.com>, "sajjad, inam" <inam.sajjad@appedology.com>, David Morgan <david.morgan@matrixdocument.com>

Hello Everyone,

We went to the Expo on Tuesday 15/06/2021 and there was no Vaccine available, had a conversation with Admin (Ahmed Khattak) as well and informed him of the situation.

Please see the attached.

[Quoted text hidden]

2 attachments**processed (1).jpeg**
84K



1623960816109.JPEG
147K

Human Resources <hr@appedology.com>

Fri, Jun 18, 2021 at 12:55 AM

To: Alex Smith <alex.smith@matrixdocument.com>, Alex Smith <saad.salim@appedology.com>

Cc: "sajjad, inam" <inam.sajjad@appedology.com>

Dear Saad Salim aka Alex Smith,

Please acknowledge this warning letter by Friday 9pm . If no response is received, it will be considered acknowledged and accepted.

Regards

Human Resources Department

Appedology Pvt. Ltd.

hr@appedology.com | jobs@appedology.com |

Contact: 021-35187210 | 0346-4851917

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

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



Warning Letter - Saad Salim - APD-0122.pdf

451K