



Dated: June 17, 2021

WARNING LETTER

Name: Syed Abul Hassan Ali Zubairi
S/O: Waheed Ahmed Zubairi

CNIC #: 42101-6211652-5
E.ID: APD-0159
Designation: Scheduler
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: Basis of not being able to adhere to client's protocol.

The intent of this warning letter is to inform you that your performance has not been satisfactory for the reasons indicated above and to provide you with an opportunity to correct this situation. If your performance is not improved then company holds the right to take strict actions against you.

I acknowledged this warning letter by signing below.

Syed Abul Hassan Ali Zubairi
Employee Name

Issued By: HR Department
Department Head: Aneeq Sarwar
Team Lead: Yahya Abid Paracha



Inam Sajjad <inam.sajjad@appedology.com>

Warning Letter - Syed Abul Hassan Zubairi - APD-0159

2 messages

Inam Sajjad <inam.sajjad@appedology.com>

Fri, Jun 18, 2021 at 5:31 PM

To: Human Resources <hr@appedology.com>

Cc: Shawn Steven <shawn.steven@matrixdocument.com>, "manzoor, faraz" <faraz.manzoor@appedology.com>

Soft Reminder.

Regards,

Inam Muhammad Sajjad.
Payroll & Reporting Specialist
Human Resources
Appedology Pvt. Ltd.
inam.sajjad@appedology.com

[Quoted text hidden]

Human Resources <hr@appedology.com>

Thu, Jun 17, 2021 at 5:06 PM

To: Shawn Steven <shawn.steven@matrixdocument.com>

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

PFA Warning please acknowledge at earliest.

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 - Abul Hassan Zubairi - APD - 0159-converted.pdf**

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