



Dated: September 24, 2020

WARNING LETTER

Name: Anil S/O: Kaloo
CNIC #: 42301-0987213-3
E.ID: APD-0243
Designation: Office Boy
Dept.: Administration
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: Due to unprofessional behavior and absenteeism without informing department head.

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.

Anil

Employee Name

Issued By: Ansar Ali

Department Head: Ansar Ali

24/09/20