



Dated: July 15, 2020

## WARNING LETTER

To,

**Name:** Ahmed Hussain Khattak S/O Ameer Jan Gul Khattak

CNIC #: 42201-7980712-9

E.ID: APD-0261

Designation: Administration Officer

Dept.: Administration

Location: Karachi

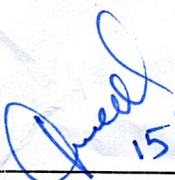
In accordance with the policy, this is a letter of warning. This action is based on your (list performance deficiencies and/or unaccepted behaviors).

Reason: ☐ Disobedience ☐ Intoxication ☐ Tardiness ☐ Foul Language  
☐ Low performance ☐ Misuse of Equipment ☒ Other

Explain Reason: Due to mismanagement and not following the SOP.

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.

  
15/07/2020  
Employee Signature

Issued By: HR / Ops

Department Head: Ansar Ali