



Dated: February 19, 2021

WARNING LETTER

Name: Waqar Ayub Khan
S/O: Muhammad Ayub Khan

CNIC #: 42501-7930483-3

E.ID: APD-0461

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: No Call No Show

It has been reported to the Human Resource Department that you did not call in on this date to explain your absence, nor did you do so the following day. We called the number contained in your employee file numerous times but received no answer

The above act constitutes misconduct, is unacceptable under company policies and goes against the terms and conditions of your employment.

I acknowledged this warning letter by signing below.

Waqar Ayub Khan

Employee Name

A handwritten signature in black ink, appearing to read 'Waqar Ayub Khan'.

Issued By: Yahya Paracha

Team Lead: David Morgan

Note: This is computer generated document which does not require a signature.