



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 unacceptable 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**

**Issued By:** Yahya Paracha

**Team Lead:** David Morgan

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