



Dated: June 17, 2021

WARNING LETTER

To,

Name: Anile Achil S/O Anthony Achil Joseph

CNIC #: 42301-1554413-9

E.ID: APD-0544

Designation: Collections Officer

Dept.: Matrix Collections

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: **Failure to adhere to the company's COVID-19 vaccination policy.**

This act of yours 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.

Employee Signature

Issued By: HR / Ops

Manager: Saima Zulfiqar



Inam Sajjad <inam.sajjad@appedology.com>

Warning Letter - Anile Achil - APD-0544

1 message

Human Resources <hr@appedology.com>

Fri, Jun 18, 2021 at 1:20 AM

To: Christopher Paul <christopher.paul@matrixdocument.com>, anile.achil@appedology.com

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

Dear Anile Achil aka Christopher Paul,

Please acknowledge this warning letter by Friday 9pm . If no response receive, it will be consider acknowledge and accepted

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>

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