



Dated: June 17, 2021

## **WARNING LETTER**

To,

Name: Muhammad Yousuf Khan S/O Iftikhar Ahmed Khan

CNIC #: 42201-8195231-1

E.ID: APD-0567

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: **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.

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**Employee Signature**

Issued By: HR / Ops

Manager: Yahya Abid Paracha



Inam Sajjad &lt;inam.sajjad@appedology.com&gt;

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## Warning Letter - Muhammad Yousuf Khan - APD-0567

1 message

**Human Resources** <hr@appedology.com>

Fri, Jun 18, 2021 at 1:21 AM

To: Jay Smith &lt;jay.smith@matrixdocument.com&gt;, yousuf.khan@appedology.com

Cc: "sajjad, inam" &lt;inam.sajjad@appedology.com&gt;

Dear Muhammad Yousuf Khan aka Jay Smith,

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](mailto:hr@appedology.com) | [jobs@appedology.com](mailto:jobs@appedology.com) |

Contact: 021-35187210 | 0346-4851917

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