



Dated: June 17, 2021

## **WARNING LETTER**

To,

Name: Rama Jeewan D/O Jeewan

CNIC #: 42301-2019376-0

E.ID: APD-0284

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 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.

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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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**Re: Warning Letter - Rama Jeewan - APD-0284**

1 message

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**Human Resources** <hr@appedology.com>  
To: "sajjad, inam" <inam.sajjad@appedology.com>

Fri, Jun 18, 2021 at 9:34 PM

fyi

**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

<https://www.linkedin.com/company/appedology-recruitment-pk>Location Map: <https://g.page/AppedologyPakistan?share>

On Fri, Jun 18, 2021 at 1:05 AM Human Resources <hr@appedology.com> wrote:

Dear Rama Jeewan aka Brittany Jones,

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) |

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