



Dated: September 24,  
2020

## WARNING LETTER

To,

Name: Raheel

E.ID: APD-0175

Designation: Scheduler

Dept.: Support Operations (Non Calling)

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: Due to low performance not achieving daily targets.

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.

Employee Signature

24/09/20

Issued By: Saad Salim

Department Head: Shafi Zuberi

Team Lead: Saad Salim