



Dated: September 15,
2020

WARNING LETTER

To,

Name: Ahmed Hussain Khattak

E.ID: APD-0261

Designation: Administration Officer

Dept.: Administration

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 lack of management in office SOPs.

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.

Ahmed
15/9/2020

Employee Signature

Issued By: Nayyar Kamal

Department Head: Nayyar Kamal

Team Lead: _____