



Dated: May 31, 2021

WARNING LETTER

Name: Junaid Shahid
S/O: Mubarak Ali Shahid
CNIC #: 42201-4388047-1
E.ID: APD-0319
Designation: Scheduler
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: Unprofessional behavior at work.

The intent of this warning letter is to inform you that your performance has not been satisfactory for the reasons indicated above and to provide you with an opportunity to correct this situation. If your performance is not improved then company holds the right to take strict actions against you.

I acknowledged this warning letter by signing below.

Employee Signature

Issued By: HR Department

Department Head: Ali Akbar

Team Lead: Yahya Abid Paracha



Human Resources <hr@appedology.com>

Warning Letter - Junaid Shahid | APD-0319

2 messages

Clarence Joseph <clarence.joseph@matrixdocument.com>
To: Human Resources <hr@appedology.com>
Cc: "manzoor, faraz" <faraz.manzoor@appedology.com>

Mon, May 31, 2021 at 8:39 PM

Acknowledged.
[Quoted text hidden]

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Regards,

Clarence Joseph*Subpoena Representative***Matrix Document Imaging****C: +1626-251-9697****Email: clarence.joseph@matrixdocument.com**

Human Resources <hr@appedology.com>
To: Clarence Joseph <clarence.joseph@matrixdocument.com>
Cc: "manzoor, faraz" <faraz.manzoor@appedology.com>

Mon, May 31, 2021 at 4:13 PM

Dear Junaid Shahid,

PFA - Kindly acknowledge the **Warning Letter** and revert back to the same email.

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://bit.ly/33eR2ab>****Warning Letter - Junaid Shahid (PDF).pdf**

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