



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>

Mon, May 31, 2021 at 8:39 PM

To: Human Resources <hr@appedology.com>

Cc: "manzoor, faraz" <faraz.manzoor@appedology.com>

Acknowledged.

[Quoted text hidden]

--
Regards,

Clarence Joseph

Subpoena Representative

Matrix Document Imaging

C:+1626-251-9697

Email: clarence.joseph@matrixdocument.com

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

Mon, May 31, 2021 at 4:13 PM

To: Clarence Joseph <clarence.joseph@matrixdocument.com>

Cc: "manzoor, faraz" <faraz.manzoor@appedology.com>

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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