

Aug 15th, 2022

Mr. Nadeem Khan.,
CNIC # 1730163892491,
UCPO - Hasan Garhi 1,
Peshawar - KPK.

Subject: Warning Letter on account of Unprofessional Attitude

Dear Nadeem Khan.,

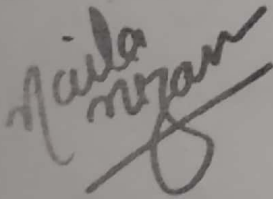
This is with reference to the complaint received dated Aug 11th, 2022 regarding your Unprofessional Attitude in your capacity as Union Council Polio Officer (UCPO) at Hasan Garhi 1 - City - Peshawar.

It is hereby to inform you that a detailed inquiry has been conducted on the complaint reported against you. Keeping in view the statements and evidence acquired in this regard and the investigation report's finding, you have been found guilty of exhibiting highly unprofessional behavior with your coworkers. As per policy, unprofessional attitude with staff is serious misconduct. You have violated the rules of the organization which shows your lack of professional ethics thus rendering you liable for stern disciplinary action.

The gravity of misconduct committed by you is such that it warrants severe punishment but a lenient view is taken this time and a Warning is awarded to you. Please note that this warning letter will remain active in your personal files for the next three months and your behavior with the UC staff will be closely monitored by your supervisors during the said period.

Should there be any repetition of such kind of behavior; the management will determine the action appropriate to the infraction up to and including termination of your contract employment without notice, considering the severity of the issue (s).

Regards



HR Department
CHIP Training & Consulting

CC;
Personal File.

CHIP TRAINING & CONSULTING (PVT) LTD

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