21st September, 2023.

Tahira naz,

Master Trainer – Islamabad,

36601-8765087-2,

Islamabad,

***Subject: Warning letter on account of Irresponsible behavior and submission of fake fuel bill***

Dear Tahira,

Reference to the complaint received from your supervisor on September 8th, 2023 regarding irresponsible behavior and not following the guidelines in your job responsibilities.

On the 31st of August, during pilot testing of SOTM, your supervisor has observed several instances where you have deviated from established SOPs, putting both the project and team's efficiency at risk.  This non-compliance has led to potential safety hazards, quality issues, and delays in company operations. In addition, there has been an overall a major communication gap in your interaction with your supervisor as you do not seek any guidance while working and attempt to do the work in your own way (without following SOPs). Also, on the 8th of May 2023, you have submitted a fake fuel bill of SPL Park View Site which amounts Rs 10000/-. Your action in this matter constitutes a serious breach, falling with in the purview of “Financial Embezzlement”. At CTC we maintain a zero-tolerance policy for such offenses.

Hence, this warning letter formally informs you that the above-mentioned acts fall within the purview of **“Professional Negligence”** which can, not only impair the quality of work but also compromise the esteemed SOPs of the organization.

Please note that this warning will remain active in your personal files for next three months and your performance will be monitored by the concerned authorities during the said period. Any subsequent violation of the similar nature will lead to strict disciplinary action which may include termination of your employment contract with immediate effect.

Regards,

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HR Department

CHIP Training and Consulting