

Oct 23rd, 2023



Mr. Jahanzaib Ali,
4250190579049,
Safety warden,
East Karachi - Sindh.

Subject: Warning Letter on account of data fudging

Dear Jahanzaib Ali

This is with reference to the complaint received dated Oct 20th, 2023 regarding data fudging in your capacity as Safety warden at NA - Gadap - East Karachi.

It is to bring into your notice that you have failed to provide a response to the explanation issued to you. You remained absent from your job site on the 19th of October on your supervisor visit. It has also been noted that your presence on the forecourt is zero and you have zero interaction with the customers. You are also involved in data fudging and keep updating on the app while sitting in the office room. Your attitude clearly shows your irresponsible attitude towards your job responsibilities

The above mentioned acts falls within the purview of "Professional Negligence" and shows your delinquency and willingness to compromise the esteemed standards of the organization.

The gravity of negligence 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 next three months and your attendance 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

A handwritten signature in black ink, appearing to read "Samuel" or "Samuel", written in a cursive style.

HR Department
CHIP Training & Consulting

CC;
Personal File.