

[CTC - HRO - - Disciplinary - 7.8.5-g-013 - IF/NN/T]]

[Final Warning Letter - Sindh - Nov-2023]

Ref: FWL-Sindh-942/November/R

Nov 27th, 2023



Mr. Ahsan Ali,
4160206292227,
Safety warden,
Badin - Sindh.

Subject: Warning Letter on account of Unprofessional attitude

Dear Ahsan Ali,

This is with reference to the complaint received dated Nov 27th, 2023 regarding your unprofessional attitude in your capacity as Safety warden at Gh: Shah Laghari - Matli - Badin.

It has been reported that your attitude towards your job responsibilities is highly casual and non-serious. You are not following job timings and have been found arriving late on multiple occasions. You have received verbal warnings on multiple occasions from your supervisor to improve your punctuality and overall attitude toward your job, but you have shown no improvement. Your actions go against the rules of the program and demonstrate a lack of interest in your job responsibilities, thus warranting an explanation.

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 final 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.

Please note that this is the last and final warning and if any negligence of such nature is reported in future, your employment contract will be terminated with immediate effect.

Regards

A handwritten signature in black ink, appearing to read "Samuel" or similar.

HR Department
CHIP Training & Consulting

CC;

Personal File.

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