



**Date** : 07<sup>th</sup> September 2017

**To** : Manjith Singh  
**Job Title** : Forklift Operator  
**Emp. No.** : 6546


**Subject** : Final Warning Letter

We have been informed by your supervisor that you have been absent for more than 100 day.

As you are aware, this is strictly against the company's Rules. This practice is unacceptable. Therefore, it has been decided to give you this Warning and terminate you from the company.

Please sign below as your acceptance of the warning notice.

Hassan Al-Saleh  
HRM

ASOM   
21/9/12

Employee Signature:

 19/2-17

  
7/9/12