

Date: 11 Feb, 2014

MOHAMED ABDIKARIM FARAH

B-3-17-8, Phase 2, Pnatai Hillpark, Jalan Pantai Murni, Pantai Dalam 59200 Kuala Lumpur

Dear Mr,

We refer to your explanation in respect of the allegation on coming late made against you.

After due consideration of your explanation and the investigation into the matter[s], the management has concluded that your explanation is not acceptable for the following reason[s]:

1. coming late to the office
2. not doing your work

Therefore, the management has decided to serve you with a **Warning** in order for you to improve. Should you fail to pay heed to this reminder, and if you repeat the same misconduct, the management will take necessary actions, which may include final warning / termination of your service with the company.

Don't reply to this email as this was a computer generated email.

Thank you.