

- ⚠ Warning Notice - First Warning
 - 📋 Employee Information
 - 📝 Task Description
 - ✖ Reason for Warning
 - 🚫 Rules Violated

Warning Notice - First Warning

Employee Information

Field	Value
Employee Name	Ibtissam
Warning Level	First Warning
Date Issued	January 13, 2025

Task Description

Ibtissam was assigned to complete the **Project Management Report** as part of the team deliverables.

Reason for Warning

- Did not complete the **Project Management Report**
 - No submission or progress updates provided
 - Failed to meet the deadline
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Rules Violated

- Failure to complete assigned deliverable - Report was not submitted

2. Lack of accountability - No communication about blockers or delays