

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

⚠ Warning Notice - Second Warning

📋 Employee Information

Field	Value
Employee Name	Amal Lastak
Warning Level	Second Warning
Date Issued	January 13, 2025
Previous Warning	ES-307 (First Warning)

📝 Task Description

Amal Lastak was expected to maintain regular communication and provide updates on assigned tasks.

✖ Reason for Warning

- Did not respond to messages for **more than 1 month**
- Complete absence of communication
- No progress updates or status reports provided

🚫 Rules Violated

- 1. Severe communication breach** - No response for over 30 days
 - 2. Abandonment of responsibilities** - No engagement with team activities
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 **FINAL WARNING:** This is the second warning. One more violation will result in removal from the team.