






-  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

1. **Failure to complete assigned deliverable** - Report was not submitted

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