






-  **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
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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.