



Scriptika Solutions Private Limited <scriptikasolutions@gmail.com>

Warning Letter

2 messages

Scriptika Solutions Private Limited <scriptikasolutions@gmail.com>

Wed, Aug 3, 2022 at 9:07 PM

To: ashutoshghule611@gmail.com

Cc: hr@scriptika.com, manager@scriptika.com



Date: 03/08/2022

Name: Ashutosh Ghule

Dear Ashutosh

This letter is to serve a written warning to you for being irregular at work on Saturday (30/07/2022) and Today(03/08/2022)

We have observed the following issues.

- You are taking too many leaves without prior approval of your supervisor.
- You are late at work or often leave prior to the close of office hours
- You do not spend required hours in Assign Work.
- You do not conform to your shift timings

It has come to my knowledge that your supervisor has already discussed this with you multiple times but there are no improvement seen so far. Please consider this letter as an official warning from the management of our company.

Office is a place where your presence matters. Every employee (including you) has work targets and responsibilities and the unexpected absence of any team member hampers the productivity and eventual outcomes that everyone is working for. Irregular attendance also affects the team morale and company discipline.

We are putting you on a warning period of 15 days and your attendance will be observed closely. If you continue to violate these policies and do not show changes in your behavior, the company reserves the right to terminate your employment without any further notice.

If you need my assistance or have queries, please feel free to reach out to me anytime. You are requested to sign a copy of this letter to indicate your acknowledgement of the discussion and also document specific outcomes in the notes section below

Name	
Designation	
Date	
Sign	
Any notes and follow up action	

Sincerely,

Manager

Scriptika Solutions Pvt Ltd.

Scriptika Solutions Private Limited <scriptikasolutions@gmail.com>

Wed, Aug 3, 2022 at 9:10 PM

To: rishie221121@gmail.com

Cc: hr@scriptika.com, manager@scriptika.com



Date: 03/08/2022

Name: Hrushikesh Deshmukh

Dear Hrushikesh

This letter is to serve a written warning to you for being irregular at work on last few days and Today(03/08/2022).

We have observed the following issues.

- You are taking too many leaves without prior approval of your supervisor.
- You are late at work or often leave prior to the close of office hours
- You do not spend required hours in Assign Work.
- You do not conform to your shift timings

It has come to my knowledge that your supervisor has already discussed this with you multiple times but there are no improvement seen so far. Please consider this letter as an official warning from the management of our company.

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Sincerely,

Manager
Scriptika Solutions Pvt Ltd.

