**To whom it may concern**

Subject: **Response to Warning Letter**

Date: June 3, 2015

Dear Sir,

I am writing this letter in response to the warning letter issued by OIC Exams. I missed the PG progress review seminar on May 15, 2015. I am full time employee and I had very tough schedule in last few months. The email was missed in bulk of emails.

I am very sorry for this negligence. I will put by best effort that this shall not happen again. I have submitted the progress report duly signed by my supervisor.

Regards,

Umair Anwar

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