**SIMPLE WARNING LETTER**

To

Mr. /Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emp No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_

WARNING

We are afraid that your explanation dated (date) as reply to show cause notice dated (date) has been deemed unsatisfactory.

You are accordingly warned about the same.

You are also advised to be cautious in the future and expected not to witness any such acts.

Authorised Signatory

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