

5<sup>th</sup> October 2015

Mr. Dishan Anthony Clayton  
No. 13, Main Road,  
Atthidiya

Dear Dishan,

**WARNING LETTER**

We understand that you have lost the Lap Top Computer given to you by the Company for official purposes.

You are working in our organization as Asst. Manager – Sales & Marketing and computer is the most important equipment for you to perform your official duties.

You have acted in a very irresponsible manner and lost the computer with all vital confidential data of the company.

As a result company has lost an asset and vital information which are hard to restore.

We hereby warn you to be more careful in handling official assets, take care in performing your duties and be more responsible in your position.

Company has purchased a new Lap Top Computer for you as you will not be able to perform official duties without a computer.

Please note that 50% of the cost of new Lap Top will be recovered from your salary in 6 monthly installments.

Yours Faithfully,  
**Evolve Technologies (Pvt) Ltd.**

A handwritten signature in blue ink, appearing to read "K.P.L. Pintoe".

**K.P.L. Pintoe**  
**Managing Director**

cc. Director/CEO  
Director – Sales & Marketing  
Personal file