

Date: 26/02/2026



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FINAL WRITTEN WARNING — NOTICE BEFORE TERMINATION

PRIVATE & CONFIDENTIAL

To: Mohammed Al Balushi (EMP-0003)

Department: HR & Administration

Designation: Executive

Dear Mohammed,

Despite two (2) previous written warnings, your conduct/performance has not improved to the required standard. This letter constitutes your **Final Written Warning**.

Details of Violation/Concern:

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Date of Incident: 12

You are hereby placed on notice that **any further breach of company policy or failure to meet performance standards will result in the immediate termination of your employment**, in

accordance with the provisions of the Oman Labour Law.

You are required to demonstrate sustained improvement with immediate effect. This warning will remain permanently on your personnel file.

You have the right to respond to this warning in writing within five (5) working days.

Authorized Signatory

Acme Corporation LLC

Employee Acknowledgment:

I acknowledge receipt of this Final Warning and understand that any further incidents will result in termination.

Mohammed Al Balushi — Date: _____