

Dear Jonathan Smith,

Good day!

This letter serves as an official warning regarding the seriousness of your recent unauthorized absence from work.

It has come to the company's attention that you have taken leave from work without a formal request, nor did you receive prior permission from your manager. In the absence of mitigating emergency circumstances, such behavior is seen by the company as a sign of gross negligence of an employee's duties, as well as the company's employee attendance policy.

If any additional unauthorized absence or late arrival occurs on your part, please note that you will be subject to disciplinary actions

Kindly treat this matter with urgency and seriousness as it so demands to continue your employment in the company. A copy of this warning letter shall also be enclosed in your official personnel file for record-keeping purposes.

Thank you for your consideration.

Regards,

Anna Steel
HR, WeCreate Corp.

Sample Memo For Non Attendance

David Baud



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