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#### Sample Memo to Employees on Attendance Policy & Procedure

To: All the Employees

Date: 29th August, 2020

From: Chairman, Jubilant Technologies

Sub: Memo to Employees on Attendance Policy

The management would like to inform all the employees that in recent times it has been observed that some employees in the company are taking frequent leaves without seeking any permission from their department head. As you are aware that as per the Attendance Policy of the company, you are required to seek permission before going for any kind of leave. We are very particular about our rules and regulations and from now on absence from work without seeking permission from their respective managers will not be tolerated.

All the employees must consider this as the final warning and any negligence in adhering by the rules and regulations mentioned in the Attendance Policy will attract strict action.

For the Authorized Signatory,

Chairman,

Jubilant Technologies

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# Sample Memo To Employees Regarding Attendance

**DP Hallahan**



**Sample Memo To Employees Regarding Attendance:**

## Unveiling the Energy of Verbal Artistry: An Emotional Sojourn through **Sample Memo To Employees Regarding Attendance**

In a world inundated with monitors and the cacophony of fast connection, the profound power and emotional resonance of verbal artistry often fade into obscurity, eclipsed by the constant onslaught of noise and distractions. Yet, located within the musical pages of **Sample Memo To Employees Regarding Attendance**, a charming function of literary beauty that pulses with natural emotions, lies an remarkable journey waiting to be embarked upon. Published by way of a virtuoso wordsmith, that magical opus guides readers on a psychological odyssey, lightly exposing the latent potential and profound influence stuck within the intricate web of language. Within the heart-wrenching expanse of the evocative evaluation, we will embark upon an introspective exploration of the book is central subjects, dissect their fascinating publishing type, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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