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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

David Kirk



Sample Memo To Employees Regarding Attendance:

Sample Memo To Employees Regarding Attendance Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has been apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Sample Memo To Employees Regarding Attendance**," published by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

https://crm.avenza.com/files/publication/fetch.php/Section_16_2_Review_Genetic_Equilibrium_Key.pdf

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