

Memo

Printed On : Jul 22 2011 07:15

Employee Code: 3
Employee Name: Sivakumaran.K
Company: XYZ Soft Solutions
Department: HR Team

Attendance Date: 22 Jul 2011
Ref No.

Sub: ABSENTEEISM NOTICE/MEMO.

Dear Sivakumaran.K ,

It has been observed from the Attendance Record that you were Absent from the duty unauthorisedly i.e. without permission on below said attendance date. Please give an explanation to the Authorised person immediately.

Administrator