

EMPLOYEE MEMORANDUM

Date: June 20, 2025
From: Lena Williams
To: Jay Reese
Subject: Tardiness

Our attendance records show that you were late for five consecutive days, dated from June 12, 2025, to June 16, 2025. According to your manager, you failed to provide a clear explanation for your tardiness.

In line with this, we request you to submit an explanation letter within 12 hours upon receipt of this memorandum. Otherwise, the management will be forced to impose sanctions as per company protocols.

Memo For Tardiness And Absences

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Memo For Tardiness And Absences:

Decisions and Orders of the National Labor Relations Board United States. National Labor Relations Board,2004

Decisions and Orders of the National Labor Relations Board, V. 339, May 9, 2003, Through August 27, 2003

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