

Memo

Generated On: 05-Aug-2017 10:46 AM

Employee Code: BLR1202
Employee Name: BLR1202
Company: Default
Department: Default

Attendance Date: 26-Jul-2017
Ref No.

ABSENTEEISM NOTICE/MEMO.

Dear BLR1202 ,

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

Memo

Generated On: 05-Aug-2017 10:46 AM

Employee Code: BLR1204
Employee Name: BLR1204
Company: Default
Department: Default

Attendance Date: 26-Jul-2017
Ref No.

ABSENTEEISM NOTICE/MEMO.

Dear BLR1204 ,

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

Memo

Generated On: 05-Aug-2017 10:46 AM

Employee Code: BLR1208
Employee Name: BLR1208
Company: Default
Department: Default

Attendance Date: 26-Jul-2017
Ref No.

ABSENTEEISM NOTICE/MEMO.

Dear BLR1208 ,

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

Memo

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