

# Memo

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

**Attendance Date:** 26-Jul-2017

**Ref No:**

ABSENTEEISM NOTICE/MEMO.

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.

Employee Code                  Employee Name    Company SName                          Department SName

Employee Code	Employee Name	Company	Deptment
BLR1202	BLR1202	Default	Default
BLR1204	BLR1204	Default	Default
BLR1208	BLR1208	Default	Default

Administrator