To: All the Employee Date:

From: The Manager, ABC Foundation

Sub: Memo to Employees on Attendance Policy

This is to inform all the employees that the management has observed that some employees are taking leaves without any permission, the management is very strict about the company’s attendance policy. The management will not tolerate the employees who become absent to the duties without prior intimation and approval from their supervisors.

Any negligence in following the company attendance policy will be treated as serious in disciplinary action and actions will be taken on those employees.

For the Authorized Signatory,

The ABC Foundation.