Date:

 To: All the Employee

From: The Manager, ABC Foundation

 Sub: Regarding Attendance Policy

 This is a reminder to all the employees that no leave will be granted when they haven’t intimate it to their supervisors. In case of emergency, employees should intimate about their leave through telephone. But without any approval from the heads of the departments, your leave will not be sanctioned. There are so much of works are pending due to the unauthorized absenteeism of the employees and now onwards strict actions will be taken on the employees who take unauthorized leaves.

For the Authorized Signatory,

The ABC Foundation.