

Memorandum

To:	John Doe Letigio
From:	THE MANAGEMENT
Date:	Tue, 10 Dec 2024
Subject:	Employee was late to work nasad
Code:	(12) - Employee was late to work multiple times

Dear Mr./Ms. **John Doe Letigio** ,

ayaw na ka late pls

THE MANAGEMENT

Please write your explanation:

stuck in traffic

(Name, Signature, Date)

Gravity of Offense: _____

Remedial Action: Dismissal

For management use only