

# Memo

**To: Lekan  
Babatunde**

**From: Femi Sanusi**

**Designation:** Electrical Tech

**Designation:** Electrical Team Lead

**Date:**

06/09/2024

**Subject:**

**Abuse of Company's  
Asset**

Dear Lekan,

On the 17<sup>th</sup> of August 2024, you signed out the programmable device when needed but failed to return it after use and it was only discovered missing when your colleague went to the store on the 30<sup>th</sup> of August 2024 to make a request for use. Every concerted effort to find the missing PG device after the 30<sup>th</sup> of August has not yielded any result.

From preliminary and subsequent investigations, there exists a process for the management and safekeep of the device which you flagrantly violated.

Why the search for the device is ongoing, you are expected to respond to this query within 3 business days and explain in detail, why disciplinary action should not be held against you for the mishandling and abuse of company's asset.

Kind Regards,



Femi Sanusi.