

ABC Solutions Inc.

123 Ortigas Avenue, Pasig City, 1605

November 27, 2025

To: Lyrika Jewel Hermoso

Administrative Assistant

ABC Solutions Inc.

Subject: Notice of Disciplinary Action

Dear Lyrika,

This letter serves as a formal notice regarding a disciplinary action due to **repeated tardiness over the past month**. On **November 3, 10, and 17, 2025**, it was observed that you reported to work after your scheduled start time of 8:00 AM without prior notification or valid reason.

As part of ABC Solutions Inc.'s commitment to maintaining professional standards, this behavior is considered a violation of company policies. You are hereby **issued a written warning**, effective immediately.

You are expected to **arrive on time for your scheduled shifts and comply with company attendance policies**. Failure to improve punctuality or repeated violations may result in further disciplinary measures, up to and including termination of employment.

Please acknowledge receipt of this letter by signing below. If you have any concerns or explanations regarding this matter, you may discuss them with **Mr. Juan Dela Cruz, HR Manager**, within **3 business days**.

Sincerely,

Mr. Juan Dela Cruz

HR Manager

ABC Solutions Inc.

Acknowledged by: _____

Lyrika Jewel Hermoso

Date: _____