



HRD MAXWELL <hrd@maxwellpackers.com>

No annual increment to employees who are having Loss of pay (LOP) in attendance

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Dear Colleagues,

Greetings of the day...

This is to bring to your notice that most of our employees are taking leaves frequently and not reporting to duty in time to the office due to it most of our work getting hamper.

To streamline the process and to get proper administration in leave management of employees, the Management has decided and informed Hr Dept., that from this year the employee who has **LOP**(Loss Of Pay) for any of the months in a year, will not be eligible for increment.

Further, we are here by confirming that from this year, if any of the employees had a **LOP** (loss of pay) in any month of the financial year then the employee will not be entitled to an annual increment.

Please make a note of it and circulate, and educate the same information among the staff.

Please acknowledge the same via return mail.

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Thanks & regards

Sandeep.Gorre
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