

DELIVERABLE #6

Saleem Mohammed

Information Technology Field Experience-EX20

Michael Moifolley

20th July, 2025

Employee Warning Memo

Date: July 20, 2025

Employee Name: James Carter

Department: IT Support Services

Position: Help Desk Technician

Subject: Formal Warning – Violation of Attendance Policy

Violation Description

On July 15, 17 and 19, 2025, you have been missing work without informing your supervisor before missing the days of work, a behaviour that is against the attendance policy as contained in the Employee Handbook. Such unauthorised absenteeism messed up support services and put excess pressure on your staff members.

Supervisor's Statement

As your manager, I am respectfully recording this infringement so I can underline the importance of regular attendance. Communication at the right time is very crucial in ensuring an efficient IT support department, and no toleration for repeated policy violations.

Improvement Expectations and Timeline

. It is required of you to be regularly present at the workplace and report on time in case you have some unavoidable absence. Monitoring of this behaviour will be done within the next 30 calendar days. Any additional unmarked absence during this period will lead to further disciplinary activities, which will amount to suspension or discharge.

Employee Acknowledgement

I acknowledge receipt of this memo and understand the expectations outlined above.

Employee Signature: _____James Carter_____ Date: ____20th July, 2025_____

Supervisor Signature: _____Violet Mayers_____ Date: ____20th July, 2025_____

Reference

Min, G. (2024). The Employees' Dilemma: Balancing Internal Reporting, Whistleblowing, and Insider Trading Risks. *Seattle UL Rev.*, 48, 439.