



INTERNAL MEMO

TO: Chigoizie Ofordile
THROUGH: Head, ITP
FROM: Caretaker CTO
DATE: 3rd March 2025
SUBJECT: Query for Absence from Work and lack of adherence to task timing

The above subject matter refers.

It has come to our attention that you were absent from work today without prior notice or approval from your line manager. This lack of communication has not only disrupted workflow but has also negatively impacted key tasks assigned to you on the LMIS project, including the **Labor Market Indicator, Articles, and the Search Bar** on the landing page.

Your absence has caused delays in project timelines and affected overall team productivity. We need you to provide a valid explanation for your absence and why severe actions should not be taken against you for failing to fulfill your responsibilities without prior notice.

Additionally, we expect you to outline a clear plan on how you intend to mitigate the setbacks caused by this delay and ensure that your assigned tasks are completed as soon as possible.

Provide your response by the end of the day as to why disciplinary actions should not be taken against you.

A handwritten signature in black ink, appearing to read 'Vincent Nnagboro'.

Vincent Nnagboro

Caretaker CTO

A handwritten signature in blue ink, appearing to read 'Atubulke James Hemang'.

Cc: The Chairman
Cc: Caretaker Managing Director
Cc: Caretaker COO
Cc: HoD HR