

DELIVERABLE #6**Avinash Thatikonda****Information Technology Field Experience-EX20****Michael Moifolley****20th July, 2025**

EverPeak Technologies*Human Resources Department***Date:** July 20, 2025**Employee Name:** Priya R. Sharma**Subject:** Formal Warning for Policy Violation**Violation Description**

On the 18th of July 2025, you were missing from work without prior notification or authorization. It shall be a breach of the Ever Peak Technologies policy of attendance and communication as described in the Employee Handbook (Section 4.2).

Supervisor's Statement

Your sudden absence also affected the capacity of the IT support team to pursue various high-priority tickets. This led to poor pace in settling client problems and on short notice amendment of duties, thus this influenced overall team performance.

Improvement Expectations and Timeline

It is your obligation to inform your supervisor of any anticipated absence by no less than 24 hours unless in case of an emergency. Additional unnotified days off over the remaining 60 days can incur more disciplinary action, including termination. On September 20, 2025, there will be a review.

Acknowledgment

Employee Signature: _Sridevi_Mallick_____ Date: ___19th July,
2025_____

Supervisor Signature: _____Arbaz Jiwani_____ Date: __19th July, 2025_____

HR Representative: _____Pushpa Raj_____ Date: _____20th July, 2025_____

References

Sandler, C., & Keefe, J. (2008). *1001 Business Letters for All Occasions: From Interoffice Memos and Employee Evaluations to Company Policies and Business Invitations-Templates for Every Situation*. Simon and Schuster.