

Dated 16th Jan, 2024

Notification

To,

All staff House of Elaan

We hope this message finds you well. This is to bring to your attention some crucial matters regarding punctuality and leave policies at House of Elaan.

It has come to the management's notice that a significant number of employees have been consistently arriving late to the office. In response to this, the Human Resources Department will be closely monitoring attendance, and a monthly salary deduction will be implemented for habitual tardiness.

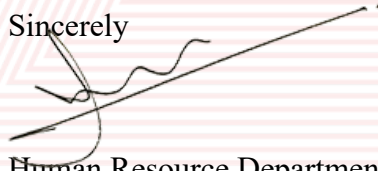
Furthermore, it is imperative to inform you that leave on both Saturdays and Mondays will be treated as Leave Without Pay. The company policy allows a maximum of 2 leaves per month, and any deviation from this must be substantiated with a duly filled Leave Application Form. Please ensure that your leave application is approved by the Competent Authority before submission to the HR Department.

Your cooperation in adhering to these policies is highly appreciated, as it plays a vital role in maintaining the high standards of House of Elaan. We trust that you understand the importance of punctuality and adherence to the company's leave policies.

For any clarification or assistance, please feel free to contact the HR Department.

Thank you for your understanding and cooperation.

Sincerely

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

Human Resource Department

House of Elaan