



# TIP Friendly Society

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## Tardiness Letter 1.

Name: Andrew Thomas  
Employee ID: 101

Dear Mr/Ms Thomas

Promptness is important in the day-to-day operation of our department. While we make allowances for occasional lateness, consistent lateness cannot be tolerated. Should there be extenuating circumstances, please come and speak with me. If there is a problem, perhaps we can work it out together.

Please sign here \_\_\_\_\_

***"Serving you is our pleasure"***

### Committee of Management

**President:** Mr. Ray Howell; **Vice-President:** Mr. Lawrence Graham, St. Thomas; **Secretary:** Mrs. Sylvia Spence - Trelawny;  
**Assistant Secretary:** Miss Lola Bennett - St. Elizabeth; **Treasurer:** Mr. Sherlock Allen; **Assistant Treasurer:** Mr. Jimmt Dawes - Hanover;  
**Executive Member:** Mrs. Beverley Green-Miller - Clarendon; **General Manager:** Mr. Wilton South; **Asst. General Manager:** Ms. Judith Wilson

### **Members:**

Mrs. Allison Peart - Kingston & St. Andrew; Miss Claudia McLean - Portland; Mrs. Maureen Cunningham-Johnson - St. Mary;  
Miss Estorine Brown - St. Ann; Ms. Sharon Matherson - St. James; Mrs. Camille Davis-Williams - Westmoreland;  
Mrs. Cecelia Grant-Francis - Manchester; Mr. Clayton Hall - St. Catherine.