



# TIP Friendly Society

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## Tardiness Letter. 2.

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. This is your second warning in a one year time period. If this happens again, it will be grounds for suspension. 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.