

INTERNAL MEMO

**TO: Akura Samuel Ephraim (Los-Gbagada)** **Date: 12**.02.2024

**FROM:** NDMD**. SUBJECT**: Query

Dear Akura Samuel Ephraim,

Following the audit at your site, Los-Gbagada on Friday, 9th February 2023, 14 Opay parcels were found in your box, all with collection scans done since last year, and none were taken to the actual receivers.

You are very much aware that this is against the company's delivery proceedure , but choose to act callously with no direction.

You are hereby required to repond to this query within the next 1 hour, explaining why you wholeheartedly breach the company process on numerous occassions, and state why disciplinary actions should not be taken against you.

NB: Be aware to treat this query with utmost care as your response will determine our next line of action.

Regards.

**Sign**: PIC

***Cc:*** *HOD(NDMD)*

*Senior Regional Manager Site control manager HRM*