

To : Alexander Lim
PHP Developer

From : General Admin Division – HR Department

Date : December 9, 2022

Subject: **WARNING RE NO INFORMATION OF ATTENDANCE THAT CAUSES DELAY IN THE DEVELOPMENT FIXES**

An incident report was submitted to the HR Department last, **December 1, 2022**, which states that on **December 1, 2022**, you did not inform your Department and TL if you are going to work that day. As a result, urgent fixes are hanging, which delays the QA Department for releasing.

Then on **December 2, 2022**, you received an NTE from the HR Department but you failed to submit your letter of explanation.

According to our signed **Agreement** under the **Working Schedule and Arrangements** states the following:

- 6.1. The Contractor will operate for his / her convenience anywhere during Monday-Friday, 8am-5pm.
- 6.2. The Contractor must inform his/her supervisor fifteen (15) minutes before the scheduled time if he/she will be late and at least one (1) working day if he/she will be absent.
- 6.3. The Contractor is required to send an end of day report or engage in a meeting to let the Company know the status of the project task.

According also to our signed **Agreement** under the **Terms of Agreement** states the following:

- 2.2. The Company, however, has the right to give immediate notice before termination if the contractor breach any of the terms and agreements of the contract, divulge sensitive information, misconduct, negligence, incompetence and any other act that is contrary to law, moral, public order and public policy.


In this regard, this serves as a warning for your breach in the terms of the Agreement. This month is crucial to the team and attendance is very important to avoid any development delay. Always inform your TL ahead of time if you cannot go to work or if you will be late so we can avoid the same incident that happened.

Should this case happen again, the Company has the right to give immediate notice before termination of the Agreement.

Signed:



Jennefer Fernandez
HR Staff



Camille Sarte
Officer-in-charge, QA Department

Alexander Lim
Associate