**C:\Users\developer\Desktop\logo.png**

**INTERNAL MEMO**

Despite the last letter of warning issued to you dated June 7, 2019, you were again absent without notice yesterday July 24, 2019. Even though efforts were made to reach you, you ignored the calls to you.

You are hereby required to explain within 24 hours why disciplinary action should not be taken against you for this improper act of yours.

GODSON IHEMERE

*Team Lead, Web & Application Development*

**Tel:** 01 295 6671 |**Web:** www.xownsolutions.com

**FROM: Team Lead, Web & App Development**

**TO: Damola Oluyemo**

**SUBJECT: LETTER OF QUERY**

**DATE: July 25, 2019**