January 08, 2019

To: Admin Department

GOLD-MC Philippines

Good day!

I am writing to document to explain my reason of being late from work. On more than 3 late last December and 148 minutes because of traffic.

In the future, I plan to arrive to work on time, or even early. Thank you

Sincerely,

**Slash Filoteo Delacruz**

GOLD, Web Developer