

Notice for Uninformed Absenteeism

Date: 7th May 2021

Soujanya Gaur,

196 Tilak Nagar (Main)
Indore 452018

It has been observed from attendance records that you have not reported to work from 11th Feb 2021. We made several calls on your number 7389119642 and also sent you an email reminder on the email id soujanyagaur943@gmail.com, but we haven't received any response from your end.

You have access to company's confidential information like employee access, client account and credentials etc. This does not stand tall with the commitment and service agreement you made with us.

We are sending this formal intimation to report to the office on the next working day of receiving this letter, failing to which there can be consequences in terms of legal action against you.

Regards,
For Mango IT Solutions

Mayank Verma

Authorised Signatory

Sr. HR Executive,
Mango IT Solutions.