

Notice for Uninformed Absenteeism

Date: 7th May 2021

Ankit Agrawal,

Infront of Galla Mandi Gate, Nainagarh Road,
Mata Basaiya Enterprises, Morena 476001

It has been observed from attendance records that you have not reported to work from 1st April 2021. We made several calls on your number 9098889767 and also sent you an email reminder on the email id ankitagrawal288@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


Maya **Authorised Signatory**

Sr. HR Executive,
Mango IT Solutions.