

Dear **Test User**,

This letter serves as a written reminder regarding repeated missing punches (excluding verified technical issues) occurring more than three times within the last month. Such occurrences do not comply with company policy.

Please make immediate improvements to ensure all time punches are completed accurately going forward. Continued occurrences may result in further disciplinary action.

If you have any concerns or require support, please discuss them with your direct/store manager.

Yours truly,

For and on behalf of **BTRUST**

Marica LEE

Human Resources Director

Acknowledgment

I, **Test User**, acknowledge receipt of this Written Reminder letter.

Employee Signature
