

No Show No Call Warning Letter

From,
Hugh H Reis,
841 New Street
Portland

Date: 20 June 2020

To,
Anna D McCoy
3655 Lakeland Park Drive
HUTCHINSON

Subject: Warning Letter

Dear Anna,

This letter is written concerning your absence from work Friday from last week. My office staff has been trying to reach you for the past 5 days. All your contact numbers that we have in the company's records are switched off.

As you know, you have a project deadline that has to be met by the end of this month. Many other people are also working on this project, and just like their input is essential, so is yours.

Please contact us within 24 hours after receiving this letter, if you will fail then we may have to cancel your employment with us.

Yours sincerely
Hugh H Reis

