

# Memo

Printed On : Jan 09 2022 13:21

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**Employee Code:** 1  
**Employee Name:** Test Employee1  
**Company:** Default  
**Department:** Default

**Attendance Date:** 01 Jan 2022  
**Ref No.**

Sub: ABSENTEEISM NOTICE/MEMO.

**Dear Test Employee1 ,**

It has been observed from the Attendance Record that you were Absent from the duty unauthorisedly i.e. without permission on below said attendance date. Please give an explanation to the Authorised person immediately.

Administrator