

Memo

Generated On: 12-May-2014 11:30 AM

Employee Code: 5024
Employee Name: RAJKISHORE SHIVRAM
HARAL
Company: essl
Department: REEL MAKING

Attendance Date: 12-May-2014
Ref No.

ABSENTEEISM NOTICE/MEMO.

Dear RAJKISHORE SHIVRAM HARAL ,

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

Memo

Generated On: 12-May-2014 11:30 AM

Employee Code: 5027
Employee Name: DAGDU TUKARAM BIRARI
Company: essl
Department: DISPATCH

Attendance Date: 12-May-2014
Ref No.

ABSENTEEISM NOTICE/MEMO.

Dear DAGDU TUKARAM BIRARI ,

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

Memo

Generated On: 12-May-2014 11:30 AM