



January 3, 2020

Irlena Hawthorne  
1615 Broderick St  
San Francisco, CA 94115

Dear Ms. Hawthorne:

According to our records you have requested a leave of absence from 12/2/2019.

On December 23, 2019 we mailed you an unauthorized leave letter regarding this matter and have not yet heard back from you.

At this time, you have exhausted all your accrued sick and vacation leave and the unpaid leave of absence granted you. You are ineligible for any additional leave of absence as required by state and federal laws or under any company policy. As there is no leave status available for a continued absence and you are unable to return to work at this time, we regrettably must terminate your employment effective **January 3, 2020**.

To ensure you receive documents and notices from the company, please contact us if your address changes. If you have any questions, please call me at 786-831-0336.

Sincerely,

*Melisa Martinez*

Melisa Martinez  
Benefits Coordinator

CC: Amber Dillon; Director of Human Resources