

12/8/2020

**Private and Confidential**

Karl Mancia  
844 w 58th Street  
Los Angeles, CA 90037

**RE: Failure to adhere to absence reporting procedures**

Dear Mr. Mancia:

According to our records, you have requested a continuous leave for the dates for 10/19/2020-10/29/2020. Your request has been denied due to not providing your medical certification form to Sunlife or myself.

As of today, December 8, 2020 you have failed to return to work and/or to provide supporting documentation for your need to continue your leave. Your supervisor has tried to reach out to you with no success. We are concerned for your personal wellbeing and whereabouts.

Please contact me regarding the above information no later than December 18, 2020; you should be aware that the company views your current absence from work as an unauthorized leave of absence, which may result in disciplinary action up to and including termination of employment.

Please contact me at your earliest convenience via phone or email at 786-831-0336 or [melisa.martinez@theservicecompanies.com](mailto:melisa.martinez@theservicecompanies.com).

Yours sincerely,

*Melisa Martinez*

Melisa Martinez

Benefits Coordinator

CC: Amber Dillon, Director of Human Resources