



12/10/2020

**Private and Confidential**

Heather Weekley  
5619 Liddell Ln  
Jacksonville, FL 32211

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

Dear Ms. Weekley:

According to our records, you have not returned to work since 11/19/2020.

As of today, December 10, 2020 you have failed to return to work, contact Sunlife or the Benefits Team regarding your leave of absence. 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 22, 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