



January 14, 2021

Heather Weekley
5619 Liddell Ln
Jacksonville, FL 32211

RE: Failure to adhere to absence reporting procedures

Dear Heather,

According to our records you have not returned to work as of 11/19/2020.

On December 10, 2020 we sent you an unauthorized leave letter regarding this matter and have not yet heard 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 14, 2021.

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.

Yours sincerely,

Melisa Martinez

Melisa Martinez
Benefits Coordinator

CC: Amber Dillon, Director of Human Resources