



6/22/2022

Dillon O'Shea  
640 Clay St.  
San Francisco, CA 94111

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

Dear Dillon,

According to our records you have been out of work since 6/6/2022. Based on the information provided from your immediate supervisor, you were provided with information to contact Sunlife /regarding your continued absence from work.

On 6/13/2022, we sent you an unauthorized leave letter regarding this matter and have not yet heard from you. In addition, there were multiple attempts to contact you by Management and the Director of Human Resources.

At this time, you have exhausted all unpaid leave of absence. 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 6/22/2022.

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 415-635-4178.

Yours sincerely,

*Amber Dillon*

Amber Dillon  
Director of Human Resources

CC: Luis Cadavid, Corporate Benefits Manage