



August 9, 2023

Janiko Martin E65807  
2343 15<sup>th</sup> Ave. S Unit 2  
Seattle, Washington 98144

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

Dear Mr. Janiko Martin,

According to our records you have been out of work since June 1<sup>st</sup>, 2023. Based on the information provided from your immediate supervisor, you were provided with information to contact Sunlife regarding your continued absence from work.

On July 31<sup>st</sup>, 2023, we sent you an unauthorized leave letter regarding this matter. In addition, there were multiple attempts to contact you by management.

At this time, you have exhausted all 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 August 9, 2023.

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  
Senior Director of Human Resources

CC: Luis Cadavid, Corp. Benefits Manger