



5/15/2024

Vicki Hall

RE: Failure to adhere to absence reporting procedures

Dear Vicki,

According to our records, you have been out of work since 1/26/2024. Based on the information provided by your immediate supervisor, you were provided with information to contact Sunlife /regarding your continued absence from work.

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 5/15/2024.

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: Patricia Quintero, Corporate Benefits Manager