

MEMO

FROM: Management.

TO: Alaba Olanrewaju

CC: File

DATE: 11.05.16.

SUBJECT: Suspension.

You are hereby suspended from work in withholding information from your Departmental head which is vital to the company.

You are suspended for a day without pay with effect from Friday 13th May, 2016 to resume on Monday 16th May, 2016.

Submit your official phone and Identity card to internal service representative.

Signed

Management.