

[Date]

TO: [Employee Name]

FROM: [SASA/Secretary Name]

SUBJECT: **Form 7 – Leave Attendance Record for SY 20__ - __ or Calendar Year Ended _____**

Attached are two (2) copies of your Form 7 report for (SY 20__ - __ or Calendar Year Ended _____).

Please review your Form 7 Leave Attendance Record for accuracy. If there are any errors, please let me know as soon as possible so corrections can be made.

After reviewing, please sign below and return this memo with a copy of your Form 7 to me by the deadline. The second copy of the Form 7 is kept for your files. If we do not receive a signed copy of the memo with your Form 7 by the deadline below, it is understood that you are in agreement with your leave balances and that your leave attendance record is accurate.

If you are unable to complete your review by the deadline or have questions about your leaves, please see me.

Thank you.

Attachment

DEADLINE: [Date]

The leave balances on my Form 7 agree with my records and are accurate to the best of my knowledge.

Print Name

Signature

Date