

**Jane Jones**

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**From:** ABC Publishing [info@ABCPublishing.co.uk]  
**Sent:** 6th January 2023 @ 9.32am  
**To:** Everyone@ABCpublishing.co.uk  
**Subject:** Absence List for today

Please note the following absences today.

Jane Johnson – Publicity Dept – Dentist – leaving at 11.30am

Bob Tailor – Payroll – Sick

Ahmed Khan – Warehouse – Annual Leave back in on 9<sup>th</sup> January

Samantha Castle – HR – Annual Leave back in on 16<sup>th</sup> Jan

Kate Riley – Marketing – Annual Leave back in on 11<sup>th</sup> January

Will Beckitt – Marketing – Sick

Iain Yorke – Marketing – Doctors appointment leaving at 2.30pm

Joanna Khan – Warehouse – sick

Please remember to notify HR of absences.