

Sample letter for employee with missing documents Handbook

Sample Letter for Employee with Missing Documents

When managing employee records, it's common to encounter situations where some employees fail to submit essential documents required for employment processing, compliance, or record-keeping. Addressing these issues professionally and promptly is crucial to maintaining a smooth HR operation and ensuring legal compliance. A well-crafted sample letter for employee with missing documents can effectively communicate the need for submission while maintaining a positive and respectful tone. This article provides comprehensive guidance on creating such letters, including sample templates, best practices, and tips to ensure clarity and professionalism.

Understanding the Importance of Proper Documentation in Employment

Proper documentation is fundamental to effective human resource management. It ensures legal compliance, facilitates payroll processing, supports employee benefits administration, and helps in resolving disputes. Missing documents can delay onboarding, affect payroll accuracy, or lead to legal issues.

Common missing documents include:

- Identification proofs (e.g., driver's license, passport)
- Tax forms (e.g., W-4, W-9)
- Employment certificates
- Educational certificates
- Bank details for salary deposit
- Work permits or visas (for international employees)
- Medical certificates or health declarations

Identifying the missing documents early and requesting their submission ensures seamless HR processes and compliance.

Why Sending a Formal Letter is Necessary

While verbal reminders might seem sufficient, formal written communication serves multiple critical

purposes:

- Creates a Record: Maintains documented proof of the request.
- Clarifies Expectations: Clearly states what documents are missing and the deadline.
- Maintains Professionalism: Ensures respectful communication regardless of the employee's response.
- Facilitates Follow-up: Simplifies tracking and subsequent follow-up actions.

A well-structured letter balances professionalism with clarity, making it easier for the employee to understand the urgency and importance of submitting the documents.

Key Elements of a Sample Letter for Employee with Missing Documents

To craft an effective letter, include the following components:

1. Clear Subject Line

- Use direct and informative subject lines such as "Request for Submission of Missing Employment Documents" or "Urgent: Missing Documents for Your Employee Record."

2. Proper Salutation

- Address the employee respectfully, using their full name or preferred title.

3. Introduction

- State the purpose of the letter briefly, referencing the employee's name and position if necessary.

4. Specify the Missing Documents

- List the documents that are missing explicitly.
- Mention any relevant details like the date of initial request or deadline.

5. Explain the Importance

- Clarify why these documents are necessary for employment, legal compliance, or company policy.

6. Provide Instructions for Submission

- Indicate how and where the employee should submit the documents.
- Mention acceptable formats or methods (email, physical submission, online portal).

7. Set a Clear Deadline

- Specify a realistic deadline for submission.

8. Offer Assistance or Clarification

- Include contact information for questions or assistance.

9. Closing Statement

- Encourage prompt action and thank the employee for their cooperation.

10. Formal Closing and Signature

- Use a professional closing such as "Sincerely" or "Best regards," followed by the sender's name, position, and contact details.

Sample Letter Template for Missing Employee Documents

Below is a customizable template that HR professionals can adapt based on specific circumstances:

> Subject: Request for Submission of Missing Employment Documents

> Dear [Employee Name],

> I hope this message finds you well. We are in the process of updating and completing your employee records to ensure compliance with company policies and legal requirements. During our review, we noticed that certain documents required for your employment are missing from our

records.

> The missing documents are as follows:

> 1. [List Document 1]

> 2. [List Document 2]

> 3. [List Document 3]

> These documents are essential for [state purpose, e.g., payroll processing, benefits enrollment, legal compliance]. We kindly request you to submit the missing items by [date], to avoid any disruptions in your employment or benefits.

> Please submit the documents via [preferred method, e.g., email to [\[email protected\]](#), upload through the employee portal, or physical submission at HR office]. If you have any questions or require assistance in providing these documents, do not hesitate to contact us at [phone number] or [email].

> Your prompt attention to this matter is greatly appreciated. We value your cooperation and look forward to resolving this promptly.

> Thank you for your immediate action.

> Sincerely,

> [Your Name]

> [Your Position]

> [Company Name]

> [Contact Information]

Best Practices for Writing an Effective Employee Missing Documents Letter

To maximize clarity and professionalism, follow these best practices:

1. Be Clear and Concise

- Avoid ambiguous language; specify exactly what is missing and why.

2. Maintain a Respectful Tone

- Approach the situation with politeness to foster cooperation.

3. Set Clear Deadlines

- Provide reasonable timeframes to ensure compliance without undue pressure.

4. Offer Support

- Indicate willingness to assist the employee in completing the process.

5. Follow-up

- Plan subsequent reminders if the employee does not respond by the deadline.

6. Keep Records

- Save copies of all correspondence for future reference and compliance.

Additional Tips for HR Professionals

- Personalize the Letter: Tailor the message to the employee's situation for better engagement.
- Use Formal Language: Maintain professionalism throughout the correspondence.
- Be Specific: Clearly specify document names, formats, and submission methods.
- Include Contact Details: Make it easy for employees to reach HR for questions.
- Follow Up Promptly: Send reminder notices if necessary, and document all interactions.

Conclusion

Dealing with missing employee documents requires tact, clarity, and professionalism. A well-structured sample letter for employee with missing documents serves as an effective tool to communicate the need for submission while maintaining positive employer-employee relations. By

adhering to best practices and ensuring clear communication, HR professionals can streamline the process of document collection, ensure compliance, and foster a cooperative work environment.

Remember: Timely and respectful communication not only helps in maintaining accurate records but also builds trust and professionalism within your organization. Use the templates and tips provided to craft your own effective letters and ensure a smooth resolution to missing documentation issues.

Sample letter for employee with missing documents is an essential tool in professional communication, especially when addressing situations where an employee has failed to submit necessary documentation. Such letters serve not only as formal reminders but also as documentation of communication, ensuring clarity, professionalism, and legal compliance. Crafting an appropriate letter requires attention to tone, clarity, and completeness, which can significantly influence the employee's response and the overall resolution process. This article provides a comprehensive review of sample letters for employees with missing documents, discussing their importance, structure, key features, and best practices.

Understanding the Importance of a Sample Letter for Employee with Missing Documents

A well-crafted letter addressing missing documents plays a critical role in maintaining transparent communication between employers and employees. It acts as a formal reminder, helps document the ongoing process, and can prevent misunderstandings or disputes later on.

Why Use a Sample Letter?

- **Standardization:** Ensures consistency in communication across departments or different HR personnel.
- **Legal Protection:** Maintains a record of correspondence, which can be useful in case of legal or administrative audits.
- **Clarity and Professionalism:** Communicates expectations clearly and maintains a professional tone.
- **Efficiency:** Saves time by providing a ready-made template that can be customized accordingly.

When is such a letter necessary?

- During onboarding when certain documents are pending.
- When updates or renewals are due but incomplete.
- In ongoing employment scenarios where compliance requires specific documentation.
- When discrepancies or delays are identified in submitted documents.

Key Components of a Sample Letter for Missing Documents

A comprehensive sample letter should include several essential elements to ensure clarity and effectiveness.

1. Proper Header and Address

Includes the employer's and employee's details, date, and subject line. For example:

- Employer's name and address
- Employee's name and address
- Date of issuance
- Clear subject line such as "Reminder: Submission of Pending Documents"

2. Polite Opening Statement

Start with a respectful greeting and an acknowledgment of the employee's role or previous interactions.

3. Clear Statement of Issue

Explicitly mention the specific documents that are missing, along with any relevant details such as deadlines or previous reminders.

4. Request for Action

Specify what is expected from the employee and a reasonable deadline for submission.

5. Consequences or Next Steps

Inform about potential repercussions if the documents are not submitted, such as delays in processing or employment status.

6. Polite Closing

End with courteous language, expressing willingness to assist or clarify further.

7. Signature and Contact Details

Include the signature of the sender and contact information for follow-up.

Sample Letter Template for Employee with Missing Documents

Below is a detailed template illustrating these components:

[Your Company Letterhead]

Date: [Insert Date]

Subject: Reminder - Submission of Pending Documents

Dear [Employee Name],

I hope this message finds you well. We appreciate your ongoing contributions to [Company Name].

We are writing to remind you that, as part of our employment documentation requirements, certain documents are still outstanding from your records. Specifically, we have not received the following:

- [List Missing Documents, e.g., Copy of your ID, Proof of Address, Certificates, etc.]

These documents are essential for maintaining accurate and complete employee records, complying with legal requirements, and ensuring smooth payroll and benefits processing.

We kindly request that you submit the above documents by [specify deadline, e.g., within 7 days from the date of this letter]. You may submit the documents via email to [HR email], or deliver physical copies to the HR department.

Please note that failure to submit these documents by the specified date may result in [mention consequences, e.g., suspension of certain employee benefits, delays in processing, or administrative review].

If you have already submitted the documents, please disregard this notice. Should you require any assistance or clarification, feel free to contact the HR department at [contact number] or email us at [HR email].

Thank you for your prompt attention to this matter and your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

Features and Benefits of Using a Sample Letter

Employers and HR professionals benefit from using a standardized sample letter for various reasons:

Features

- Customization: Can be tailored to specific documents or situations.
- Formal tone: Maintains professionalism and respect.
- Clear instructions: Outlines what is needed and by when.
- Legal safeguards: Provides written record of communication.

Benefits

- Efficiency: Saves time in drafting communication.
- Consistency: Ensures all employees receive the same information.
- Clarity: Reduces misunderstandings regarding expectations.
- Documentation: Serves as evidence in case of disputes.

Pros and Cons of Using a Sample Letter

Pros:

- Facilitates quick drafting of professional communication.
- Ensures all necessary components are included.
- Promotes uniformity across the organization.
- Protects the company legally through documented correspondence.

Cons:

- May seem impersonal if not personalized adequately.

- Requires careful customization to reflect specific circumstances.
- Over-reliance on templates may lead to generic communication that lacks empathy.
- Needs regular updates to reflect changing policies or legal requirements.

Best Practices for Drafting and Sending the Letter

To maximize effectiveness, consider the following best practices:

- Personalize the Content: Address the employee by name and reference specific documents.
- Maintain a Respectful Tone: Use polite language to foster cooperation.
- Be Clear and Concise: Clearly specify what is missing and the deadline.
- Follow Up: Send reminders if the documents are not received by the deadline.
- Offer Assistance: Provide contact details for support or questions.
- Keep Records: Save copies of all correspondence for future reference.
- Use Multiple Channels: Consider follow-up via email, phone call, or in person if necessary.

Alternative Approaches and Additional Tips

While a formal letter is standard, alternative or supplementary methods can be effective:

- Email Reminders: Faster and often more convenient for employees.
- In-Person Notices: For urgent or sensitive cases.
- Digital Portals: Using HR management systems for document submission and reminders.
- Verbal Communication: Follow-up conversations to clarify issues or provide support.

Additional Tips:

- Ensure compliance with local employment laws regarding document requests.
- Keep the tone empathetic, understanding that delays may be due to genuine reasons.
- Be flexible where possible, offering extensions if justified.
- Clearly state the importance of the documents for employment and compliance.

Conclusion

Sample letter for employee with missing documents is a vital communication tool that balances professionalism, clarity, and legal safeguarding. When properly drafted and utilized, it facilitates timely compliance, maintains good employer-employee relations, and ensures organizational processes run smoothly. By understanding its key components, features, and best practices, HR

professionals and managers can craft effective correspondence that encourages cooperation and minimizes misunderstandings. Ultimately, a well-structured and respectful approach fosters a positive workplace environment while ensuring essential documentation is complete and compliant with legal standards.

In summary, whether you are drafting a simple reminder or a detailed notice, utilizing a template can streamline your communication process. Remember to personalize, maintain professionalism, and follow up diligently to achieve the best outcomes.

Question What should be included in a sample letter requesting missing employee documents? A clear explanation of the missing documents, the reason for the request, a polite request for submission, and a deadline for submission should be included in the sample letter. How can I make a sample letter for missing employee documents more professional? Use formal language, include official company letterhead, specify the employee's details, and clearly state the importance of submitting the documents promptly. What are common mistakes to avoid in a sample letter for missing employee documents? Avoid vague language, failing to specify which documents are missing, using an unprofessional tone, and neglecting to provide a deadline or contact information for follow-up. Can you provide a template for a sample letter requesting missing employee documents? Yes, a typical template includes the employee's name, position, details of the missing documents, a polite request for submission, and contact information for assistance. When is it appropriate to send a reminder letter for missing employee documents? A reminder letter should be sent if the employee has not submitted the required documents by the specified deadline, to ensure compliance and maintain proper documentation.

Related keywords: employee document request, missing document notification, employment verification letter, missing paperwork letter, employee document follow-up, document submission reminder, HR document request, incomplete employee files, missing documentation email, employment record update

Be with

be with is a phrase that resonates deeply across different aspects of life?whether in relationships, personal growth, or day-to-day interactions. It encapsulates the idea of presence, companionship, and emotional connection. Understanding the multifaceted meaning of "be with" can help individuals foster stronger relationships, improve their mental well-being, and cultivate a more mindful approach to life. In this comprehensive guide, we will explore the various dimensions of "be with," including its significance in relationships, its role in self-awareness, and practical ways to embody this concept in everyday life.

Understanding the Meaning of "Be With"

The phrase "be with" is versatile and context-dependent. At its core, it signifies being present, sharing experiences, and forming bonds with others or oneself. It can imply:

- Emotional connection: Being emotionally available and attentive.
- Physical presence: Spending time together in person.
- Mindfulness: Being fully present in the moment.
- Supportiveness: Offering companionship during difficult times.
- Acceptance: Embracing oneself or others without judgment.

Recognizing these facets helps to appreciate the depth and importance of "be with" in fostering meaningful relationships.

The Significance of "Be With" in Relationships

Relationships are the foundation of human experience, and "being with" someone is central to creating trust, intimacy, and mutual understanding. Whether romantic, familial, or friendship-based, the act of simply being with another person can have profound effects.

Emotional Presence and Connection

Being with someone emotionally involves more than just physical proximity. It requires active listening, empathy, and genuine interest. When you "be with" someone emotionally, you:

- Validate their feelings.
- Offer a safe space for expression.
- Demonstrate understanding and compassion.

This emotional presence strengthens bonds and fosters a sense of security.

Physical Presence and Quality Time

Spending quality time together is essential in nurturing relationships. Being with someone physically can involve:

- Sharing meals.
- Going for walks.

- Engaging in shared hobbies.
- Simply sitting in silence, appreciating each other's company.

These moments create memories and deepen connections.

The Role of "Be With" in Building Trust

Trust develops when individuals feel genuinely "with" each other. Consistency, attentiveness, and authenticity are key. When you show up for someone consistently and are present in their life, you cultivate a foundation of trust and reliability.

Practicing "Be With" in Your Daily Life

Integrating the concept of "be with" into daily routines can enhance your relationships and personal well-being. Here are practical ways to embody this idea:

Mindfulness and Presence

- Practice mindfulness meditation to increase your awareness of the present moment.
- During conversations, focus fully on the speaker without distractions.
- Limit multitasking when spending time with others.

Active Listening

- Listen attentively without planning your response.
- Nod or provide affirmations to show engagement.
- Reflect back what you've heard to ensure understanding.

Offering Support and Compassion

- Be available during others' challenging times.
- Show empathy through words and actions.
- Avoid judgment or unsolicited advice; sometimes, just being there is enough.

Self-Reflection and Self-Compassion

- Be with yourself by practicing self-awareness.

- Acknowledge your feelings without suppression.
- Engage in self-care routines that nourish your mind and body.

The Spiritual and Philosophical Aspects of "Be With"

Beyond relationships, "be with" also has spiritual and philosophical connotations. It emphasizes unity, presence, and acceptance of the flow of life.

Being Present in the Moment

Practicing presence aligns with mindfulness philosophies. It encourages individuals to:

- Let go of past regrets and future anxieties.
- Embrace the current experience fully.
- Cultivate gratitude for the present.

Acceptance and Non-Judgment

"Be with" entails accepting situations and people as they are, fostering a sense of peace and understanding.

Unity and Connection

Recognizing that we are interconnected encourages compassion and empathy, emphasizing that "being with" others is part of the human experience.

Common Challenges in Practicing "Be With"

While the concept is simple in theory, it can be challenging to embody consistently. Common obstacles include:

- Distractions and digital interruptions.
- Emotional barriers like fear, mistrust, or past hurt.
- Time constraints and busy schedules.
- Personal insecurities or self-doubt.

Overcoming these challenges requires intentional effort and practice.

Tips to Enhance Your Ability to "Be With" Others and Yourself

- Set boundaries to ensure quality interactions.
- Practice active mindfulness in daily activities.
- Engage in reflective journaling to understand your feelings.
- Prioritize quality over quantity in relationships.
- Learn to listen without judgment and offer genuine support.

Conclusion: Embracing the Power of "Be With"

"Be with" is more than just a phrase; it embodies a philosophy of presence, connection, and acceptance. Whether in nurturing intimate relationships, supporting friends and family, or fostering a healthier relationship with oneself, embodying "be with" can lead to more meaningful, fulfilling experiences. By cultivating mindfulness, compassion, and genuine engagement, you can enrich your life and the lives of those around you. Remember, at its heart, "be with" reminds us that true connection begins with being fully present—an act that has the power to transform relationships and inner peace alike.

Be With: An In-Depth Exploration of Connection, Presence, and Meaning

In an era defined by rapid technological change, social upheaval, and shifting cultural norms, the concept of "be with" has taken on profound significance. Far beyond its simple grammatical structure, "be with" encompasses themes of companionship, mindfulness, emotional intimacy, and existential presence. This long-form exploration aims to dissect the multifaceted nature of "be with", examining its psychological, philosophical, and cultural dimensions, and offering insights into how this phrase influences human experience.

Understanding the Phrase "Be With": Definitions and Variations

At its core, "be with" is a versatile phrase whose meaning shifts depending on context. It can denote:

- Presence and companionship: Being physically or emotionally alongside someone.
- Acceptance and mindfulness: Embracing the present moment or one's current state.
- Relationship commitment: The act of being in a romantic, familial, or platonic partnership.
- Alignment and harmony: Living in accordance with one's values or the natural flow of life.

These variations reveal that "be with" is less about a static state and more about a dynamic process of engagement, connection, and authentic existence.

The Psychological Dimension of "Be With"

Presence and Mindfulness

One of the most profound interpretations of "be with" is rooted in mindfulness practices. To be with oneself or others in the present moment fosters emotional resilience, reduces stress, and enhances well-being. Mindfulness-based therapies encourage individuals to be with their thoughts, feelings, and sensations without judgment, cultivating a sense of inner peace.

Key aspects include:

- Acceptance: Allowing emotions to be present without suppression or avoidance.
- Non-attachment: Recognizing transient thoughts and feelings without clinging.
- Compassion: Extending kindness inwardly and outwardly.

Research indicates that practicing "being with" one's emotions can improve mental health, bolster emotional intelligence, and deepen interpersonal relationships.

Attachment and Connection in Relationships

In romantic and platonic contexts, "be with" signifies emotional availability and genuine connection. Healthy relationships often hinge on the ability to be with another person authentically?listening, empathizing, and sharing vulnerabilities.

Studies in attachment theory reveal that individuals who are comfortable being with their partner's emotions tend to report higher relationship satisfaction. Conversely, avoidance of being with difficult feelings or conflicts can erode intimacy.

Common themes include:

- Empathy: Truly listening and understanding the other.
- Presence: Giving undivided attention.
- Mutual vulnerability: Sharing fears, hopes, and insecurities.

Philosophical and Cultural Perspectives on "Be With"

Existential Philosophy and the Art of "Being"

Existential philosophers like Jean-Paul Sartre and Martin Heidegger emphasize the importance of authentic existence?being with oneself and the world in a genuine manner. Heidegger's concept of Dasein ("being there") underscores the necessity of authentic presence and awareness.

In this context, "be with" involves:

- Living intentionally.
- Facing mortality and the transient nature of life.
- Cultivating a sense of connectedness with existence itself.

This philosophical outlook encourages individuals to be with their authentic selves, embracing both their limitations and potentials.

Cross-Cultural Interpretations

Different cultures have unique perspectives on "be with":

- Japanese: The concept of "wa" emphasizes harmony and being with others in a way that fosters social cohesion.
- African: The idea of Ubuntu ? "I am because we are" ? highlights communal existence and interconnectedness.
- Indigenous Cultures: Often stress living in harmony with nature and the community, embodying the essence of being with the environment and others.

These cultural paradigms show that "be with" is integral to collective identity and societal functioning.

The Role of "Be With" in Modern Society

Digital Age and the Challenge of Connection

In a world saturated with social media, the act of being with has transformed dramatically. Virtual interactions can create a paradoxical sense of loneliness amid connectivity. The superficiality of online engagements can hinder genuine presence and authentic connection.

Challenges include:

- Superficial interactions: Likes and comments replacing meaningful conversations.
- Distraction: Constant notifications preventing mindfulness.
- Emotional disconnection: An inability to be with difficult feelings or conflicts.

However, the digital realm also offers opportunities for deeper being with others through virtual support groups, mindfulness apps, and online communities that encourage authentic sharing.

Therapeutic and Wellness Practices Centered on "Being With"

Contemporary therapeutic approaches increasingly emphasize "being with" as a foundational principle:

- Mindfulness-Based Stress Reduction (MBSR): Encourages participants to be with their sensations and thoughts.
- Compassion-Focused Therapy: Teaches clients to be with their emotional vulnerabilities.
- Somatic therapies: Focus on bodily awareness, fostering a sense of being with one's physical experience.

These practices aim to cultivate acceptance, resilience, and emotional depth.

Practical Applications and Exercises to Cultivate "Be With"

To integrate "be with" into daily life, consider the following exercises:

- Mindful Breathing

Focus on your breath for five minutes, observing sensations without judgment.

- Emotion Journaling

Write down feelings as they arise, allowing yourself to be with each emotion fully.

- Active Listening

When engaging with others, practice silent presence, resisting the urge to interrupt or judge.

- Nature Immersion

Spend time outdoors, consciously observing your surroundings to be with the natural world.

- Body Scan Meditation

Systematically bring awareness to different parts of your body, fostering physical and emotional presence.

Consistent practice of these exercises can deepen your capacity to be with yourself and others authentically.

Critiques and Limitations of "Be With"

While "be with" offers numerous benefits, it is not without challenges:

- Emotional Overwhelm: Fully being with difficult feelings can be distressing without adequate support.
- Cultural Variability: Not all cultures prioritize or interpret "be with" similarly, influencing its applicability.
- Misinterpretation: Overemphasis on being with can lead to avoidance of necessary action or change.

Balancing being with and proactive engagement is essential for healthy functioning.

Conclusion: Embracing the Power of "Be With"

The phrase "be with" encapsulates a profound approach to life—one rooted in presence, connection, acceptance, and authenticity. Whether viewed through psychological, philosophical, or cultural lenses, "be with" invites us to slow down, embrace the moment, and cultivate genuine relationships with ourselves, others, and the world.

In a society often driven by speed and superficiality, mastering the art of "being with" can serve as a pathway to deeper fulfillment, resilience, and meaningful existence. It challenges us to confront our inner landscapes and external realities with honesty and compassion, ultimately fostering a richer, more connected human experience.

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In embracing "be with", we open ourselves to a richer, more authentic existence—one that celebrates presence over perfection, connection over distraction, and being over doing.

Question Answer What does it mean to be with someone in a relationship? Being with someone in a relationship typically means sharing a committed, mutual connection, often involving emotional intimacy, support, and companionship. How can I be with someone who lives far away? To be with someone long-distance, focus on regular communication, trust, setting shared goals, and planning visits to maintain your bond despite the physical distance. What are some ways to be with yourself and practice self-love? Being with yourself involves self-reflection, engaging in activities you enjoy, practicing mindfulness, and prioritizing your well-being to foster self-love and acceptance. How does being with family influence our mental health? Being with family provides emotional support, a sense of belonging, and stability, which can positively impact mental health, though unhealthy dynamics may have adverse effects. What does it mean to be with someone in a supportive way? Being with someone supportively involves listening, understanding their feelings, offering help when needed, and being present during both good and challenging times. How can I be with my friends more meaningfully? To be with friends meaningfully, prioritize quality time, active listening, sharing experiences, and showing genuine care and interest in their lives. What are some signs that someone truly wants to be with you? Signs include consistent communication, making time for you, showing interest in your life, supporting you, and demonstrating trust and respect in the relationship.

Related keywords: companionship, presence, together, accompany, stay, unite, connect, associate, link, join

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