Alpha
Consulting Engineers Pte Ltd
2 BUKIT MERAH CENTRAL #16-00 SINGAPORE 159835
TEL : (65) 6276 2228 FAX : (65) 6276 9929 E-MAIL : ace@alpha.com.sg
WEBSITE : www.alpha.com.sg COMPANY REGISTRATION NO. 199407965N

Our Ref: OM-OA/081

21 January 2019

MEMORANDUM

To : Members of the Staff

From : Loh Fook Yuen

Subject : Office Closure for Lunar New Year

.....

The Office will be closed at 12.30pm on 4 February 2019 and from 5 to 8 February 2019 for the Lunar New Year holiday and we will resume operations on Monday, 11 February 2019.

All staff are required to submit their leave application from 7 to 8 February 2019 and half day for the morning on 4 February 2019. Those staff who do not wish to go on leave may work during the office closure. Otherwise, you are required to submit your leave application before 31 January 2019.

Red packets and oranges will be given to the staff at 5.00pm on 31 January 2019.

The Management wishes all Chinese staff:

A Joyful and Prosperous Lunar New Year

LOH FOOK YUEN
MANAGING DIRECTOR

cc Notice Board
cc Memo File

LFY/hjm

BCA ISO 14000 CERT. NO.: 2008/134 SS ISO 14001 : 2015
BCA ISO 9000 CERT. NO.: 324 SS ISO 9001 : 2015
SAC ACCREDITED CERTIFICATION BODY Cert No: QS-1997-02 Member of the IAF MLA for QMS