Alpha
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Our Ref: OM-OA/105

6 December 2022

MEMORANDUM

To : Members of the Staff

From : Loh Fook Yuen

Subject : **Office Closure for Christmas 2022 and Lunar New Year 2023**

The Office will be closed for Christmas and Lunar New Year on the following days:

Office Closure - Christmas 2022

The office will close from 26 December 2022 to 2 January 2023 for Christmas and New Year. We will resume operations on 3 January 2023.

All staff are required to submit their leave application from 27 to 30 December 2022. Those staff who do not have sufficient balance of leave for the above dates or who do not wish to go on leave may work during the office closure . Otherwise, please submit your leave application by 12 December 2022.

Office Closure - Lunar New Year 2023

For the Lunar New Year holidays, the office will close from 23 to 29 January 2023. We will resume operations on 30 January 2023. All staff are required to submit their leave application from 25 to 27 January 2023. Like the Christmas holidays, those staff who do not have sufficient balance of leave for the above dates or who do not wish to go on leave may work during the Lunar New Year office closure. Otherwise, please submit your leave application by 13 January 2023.

The Management would appreciate it if you can consume your annual leave for 2022 during the abovementioned Christmas holidays.

The Management understand that staff may have accumulated leaves throughout the year to meet commitments to our clients and should take the opportunity to consume their leaves during the above festive periods to avoid a situation where accumulated leaves will affect the operations of the company.

The Management wishes you:

Merry Christmas & Happy New Year

LOH FOOK YUEN
MANAGING DIRECTOR

cc CCG/GSH
cc Memo File

LFY/ji

SOCOTEC
ISO 9001
ISO 14001
SAC Accredited Certification Body
QS-1999-05
ES-2018-07