Alpha
Consulting Engineers Pte Ltd

2 BUKIT MERAH CENTRAL #16-01 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/114

3 December 2025

MEMORANDUM

To : Members of the Staff

From : Choong Choon Guan

Subject : Office Closure for Christmas (2025) and Lunar New Year (2026)

Please be informed of the following scheduled office closures for the upcoming festive periods:

Christmas and New Year Closure (2025)

The office will close at **12:30pm on Wednesday, 24 December 2025**, and resume operation on **Friday, 2 January 2026**.

Kindly submit your leave applications by **12 December 2025**.

Lunar New Year Closure (2026)

The office will close at **12:30pm on Monday, 16 February 2026**, and resume operation on **Monday, 23 February 2026**.

Please submit your leave applications by **16 January 2026**.

The Management understand that some colleagues may have accumulated leave throughout the year to meet client commitments. These closure periods present an appropriate opportunity to utilize your leave so as to avoid operational challenges arising from prolonged leave accumulation.

The Management encourages all staff to utilize their **2025 annual leave** during these festive periods, unless your remaining leave balance is insufficient to cover the closure dates. Staff who are required to work during these periods due to urgent assignments or deadlines must seek prior approval from the Director-in-charge and provide an alternate leave plan.

The Management wishes you: **Merry Christmas & Happy New Year**

CHOONG CHOON GUAN
MANAGING DIRECTOR

cc Memo File

CCG/ji

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