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MEMORANDUM

Date : 19 October 2020

To : All employees

From : HR and Admin Department

RE : ATTENDANCE FOR PRODUCTION - INJECTION

The attendance and/or leave application of **ALL** positions below Leaders under Injection shall be **FULLY** under supervision of **Ms Wayidah Binti Abdul Kadar** with immediate effect.

For current Production team, kindly support her transition and cooperate.

For all Head of Departments, kindly disseminate the above information to all your subordinates.

Thank you.

Wong Wai Fun
HR and Admin Manager