

MEMO

Monday, 27, May 2019

TO: MOOKAI HOTEL
MOOKAI SUITES
KAM
HEAD OFFICE
ENVIRONMENTAL PEST CONTROL SERVICES

FROM: HUMAN RESOURCES

REF NO: 0000/KT/2019

SUBJECT: RETURN OF PASSPORT

Dear All,

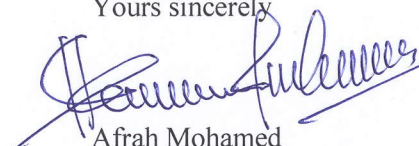
It has come to our notice that there is a delay in receiving your passports back to HR after it is released to you for various purposes. With your consent, passports are kept with HR, for safekeeping and visa purposes. HR takes that it is a very important document of a staff and must be in a secure place at all times.

In this regard, with immediate effect, all team members are requested to return their passports directly to HR and immediately upon return from leave or if taken out for any other purpose like medical, banking etc.

Should you have further queries, please get in touch with Team HR.

On behalf of the management I thank you for your excellent support and services at all times.

Yours sincerely


Afrah Mohamed
Human Resources Manager.

