
Re: About Please return your company mobile phone within 3 business days

From David DELACRUZ <David.DelaCruz@swissotel.com>

Date Thu 3/6/2025 9:48 AM

To Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>; TAN Vincent <Vincent.Tan@swissotel.com>

Cc FORRESTER Steven <Steven.FORRESTER@swissotel.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>

Dear Jade,

Thank you for the update. I just came back from vacations today and saw your email.
Seems I received the previous document by email.

Please let me know if I should go to your office today or if you prefer to send me the updated one so I can print it and sign it.

Thank you!

Best Regards,

デビッド・デ・ラ・クルス
David De la Cruz

F&Bマーケティング
F&B Marketing

Swissôtel Nankai Osaka
スイスホテル南海大阪

5-1-60 Namba, Chuo-ku, Osaka 542-0076 Japan

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From: Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>

Sent: Tuesday, March 4, 2025 2:08 PM

To: David DELACRUZ <David.DelaCruz@swissotel.com>; TAN Vincent <Vincent.Tan@swissotel.com>

Cc: FORRESTER Steven <Steven.FORRESTER@swissotel.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>

Subject: RE: About Please return your company mobile phone within 3 business days

Dear David,

Upon discussion and review of the documents presented, please be informed that your sanction has been reduced to Verbal Warning.

Kindly sign attached Disciplinary Notice form and revert back to T&C Office by Wednesday, 05 Mar 2025.

Thanks,
JS

I work flexible hours and it's convenient for me to email you now. Please understand that I do not expect you to reply or act outside of your working hours.

私はフレキシブルに仕事をしていますが今メールするのが都合がいいのです。あなたの勤務時間外の返信や行動は期待していませんことをご理解ください。

ジェイド ソフィア マシガン
Jade Sofia MASIGAN
人事部 部長
Director of Talent & Culture

From: David DELACRUZ <David.DelaCruz@swissotel.com>
Sent: Friday, February 28, 2025 9:42 AM
To: TAN Vincent <Vincent.Tan@swissotel.com>
Cc: Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>; FORRESTER Steven <Steven.FORRESTER@swissotel.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>
Subject: Re: About Please return your company mobile phone within 3 business days

Dear Vincent and Jade,

Hope you are having a nice morning.
As requested, I would like to clarify some parts of the form that I received.

Please let me know your convenient time so I can go to your office.

Thank you!

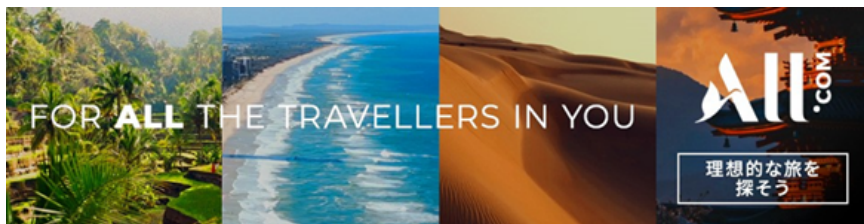
Best Regards,

デビッド・デ・ラ・クルス
David De la Cruz

F&Bマーケティング
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From: TAN Vincent <Vincent.Tan@swissotel.com>
Sent: Tuesday, February 25, 2025 1:31 PM
To: David DELACRUZ <David.DelaCruz@swissotel.com>
Cc: Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>; FORRESTER Steven <Steven.FORRESTER@swissotel.com>; Shane EDWARDS <Shane.Edwards@swissotel.com>
Subject: RE: About Please return your company mobile phone within 3 business days

Hi David,

A kind 2nd and final reminder on this.

Please discuss with T&C by end of this week (28th February 2025) at the latest if you would still like to or return the signed form to the same within the same time frame.

Should you choose not to take any action, the company will assume that you have waived your rights to discussions and that you are in agreement by way of silent confirmation.

Thank you

Kind regards,

ヴァインセント・タン
Vincent Tan

経理部長
Director of Finance & Business Support

Swissôtel Nankai Osaka
スイスホテル南海大阪

From: TAN Vincent <Vincent.Tan@swissotel.com>
Sent: Monday, February 17, 2025 12:52
To: David DELACRUZ <David.DelaCruz@swissotel.com>
Cc: Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>; FORRESTER Steven <Steven.FORRESTER@swissotel.com>
Subject: RE: About Please return your company mobile phone within 3 business days

Hi David,

Per our last conversation, I understand that you'd like to discuss few things with T&C prior to signing the document?
Can you please do so as soon as possible latest by end of this week?

Thank you

Kind regards,

ヴァインセント・タン
Vincent Tan

経理部長
Director of Finance & Business Support

Swissôtel Nankai Osaka
スイスホテル南海大阪

From: Jadesofia MASIGAN <Jadesofia.Masigan@swissotel.com>
Sent: Monday, February 17, 2025 12:48
To: Shane EDWARDS <Shane.Edwards@swissotel.com>; TAN Vincent <Vincent.Tan@swissotel.com>
Subject: RE: About Please return your company mobile phone within 3 business days

Dear Vincent,

As discussed, I have not received the document from David yet.

Best regards,
JS

I work flexible hours and it's convenient for me to email you now. Please understand that I do not expect you to reply or act outside of your working hours.

私はフレキシブルに仕事をしていますが今メールするのが都合がいいのです。あなたの勤務時間外の返信や行動は期待していないことをご理解ください。

ジェイド ソフィア マシガン
Jade Sofia MASIGAN
人事部 部長
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