

 شركة محمد عبد الله العنجري محمد عبد الله العنجري General Trading & Contracting Co.	Al-Anjary company	شركة محمد عبد الله العنجري
	HR & Administration Department	إدارة الموارد البشرية و الشؤون الإدارية

Memo

To: All Employees
CC: CEO. & Chairman
From: HR. Dept
Date: July 10th 2014
Subject: Vacation

Dears All;

For Clarification

- Vacation Form Must be submit to head office, minimum before 60-45 days from Starting day of the Vacation, it must be signed from (employee, Manager , Operation Manager) , and it must be matching with the yearly plan of Vacation
- The approval or disapproval on the Vacation will be before 45-30 days before Vacation Starting day

Thank you for your attention and cooperation is highly needed thus acknowledged.

Thanks & Regards

Reham Ahmad A. Emam
 HR Manager



Mohammad Abdullah Al Anjeri. Co .

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