TO:[teo\_miow\_ting@nyp.edu.sg](mailto:teo_miow_ting@nyp.edu.sg)

CC: [leo\_wee@nyp.edu.sg](mailto:leo_wee@nyp.edu.sg) [liz\_wang@nyp.edu.sg](mailto:liz_wang@nyp.edu.sg)

Subject Title: **Employee Details for HardwareLand Database**

Dear Harper Spencer,

Good day to you and I'm following up with you regarding the **requests** you have made.

**Request 1**

I have **updated** the email address of the employee “**Ellis Washington**” to **ellis.washington@oracle.com** and her manager to **Jackson Coleman**. The attached excel file called **HardwareLand\_Request1** is the result of **Request 1.**

**Request 2**

I have **retrieved** the list of the employees whose job title is Stock Clerk and **display** the column in **First Name, Last Name, NRIC, Hire Date and Manager Name**. The **attached excel file called HardwareLand\_Request2** is the result of **Request 2**

Lastly, I have confirmed the meeting agenda on **22 Dec 2021** to discuss with my team the **database backup** and **recovery procedure**.

Thank you and I look forward to working with you.

Best Regards,

**Chee Bo Yu**

(Database Administrator)