



## Company Header

Address

### ROUTING SLIP

Title : \_\_\_\_\_

Description: \_\_\_\_\_

Department : \_\_\_\_\_ (Originating Branch)

Date	From	To	Signature	Action Required	Remarks
14 Nov 2021	IT	HR	<div>manager-it</div> 1636893655964	2	
Legend:					
1. Approval/ Signature				6. Dispatch/ Forward/ File	
2. Appropriate Action				7. Notation/Information	
3. Comment/Recommend				8. Disseminate	
4. Study/Investigate				9. Please Print	
5. Rewrite/Redraft/Retype					