



ACUMEN ALPHA ADVISORY PTE. LTD.

UEN: 201900012K

Address: 18 Howard Road, #08-07 Novelty Bizcentre, Singapore 369585

Tel: +6562220028 Fax: +6562463772

Date: 19 July 2022

KHOR SHWU WEI

BY HAND

RE: First Written Warning

Dear KHOR SHWU WEI ,

This is an official written reprimand for your failure to perform the functions of your position appropriately. It has been a while since you joined the Company and you are expected to get yourself familiar with the duties and responsibilities expected to be discharged by you.

1. Lack of care

You often fail to appreciate the need of checking through your own works. Having confidence on own work is a positive trait that every professional should have, however, there is a major difference between being confident and apathetic which leads to absence of check. Absence of check that results in dozens of errors in your work is not a sign of confidence but lack of care.

Such behavior has resulted in extra time being spent by your superior including managers and partners. These cost company additional cost which is unnecessary shall you discharge your duty with sense of care and pride for this profession. Correction and re-correction had taken up much of the time for most of your jobs, if not all.

The role that you are holding presently requires an exercise of care, which has been communicated to you on the first day of your work. You are strongly reminded to check your work to reduce if not to completely eliminate error in your work.

You have received verbal counseling for an earlier offense by your manager. With this letter of reprimand, I am reminding you of the critical importance of exercising care, managing your time and following clear instructions that your role requires.

Immediate remedies are expected to rectify your follies. We shall observe your conduct within a month where immediate improvements are expected.

Another failure to carry out any of your role will result in additional disciplinary action up to and including the possibility of demotion or employment termination.

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A copy of this reprimand will be placed in your official personnel file.

Sincerely,

[S I G N E D]

XUN HUI SOH
Manager