

Date: 01 July 2020

LOW YIN YING

**BY HAND**

**RE: First Written Warning**

Dear LOW YIN YING,

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.

Irresponsive and ignoring message

You have deliberately ignored a number of instructions given by your partners and managers which is unacceptable by the standard of any Company. As member of any Company we must take the instruction from our superior and act on it unless it is unlawful to do so. In your instance, you have been instructed to arrange the time slot to meet one of our audit partners and you have not responded to the message. In view of that, I will assume that the audit report can be sent out to client for adoption by 1 July 2020 since no meeting is needed.

According to the system records, you have 4 cases where David is the engagement partner. All of them (Magnus Credit Pte Ltd, Novel Communication Pte Ltd, OT Credit Pte Ltd and Credit Xtra Pte Ltd) are not ready to send out for adoption as at 1 July 2020. The management viewed it as dishonest because by virtue of not responding you are indirectly claiming that all jobs where David is engagement partner have been completed and no meeting is required. For this matter, you will receive by 4 demerit points which may affect your monthly allowance. This being the first instance of such offence, the Company consider it passable to give you another chance of correction and thus not taking claim against you on such offence this time.

As a member of a Company, you are expected to follow the instruction instead of delaying the deliverables. You must have at least some sense of respect. When instruction has been given, respect it and act on it.

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 following clear instructions that your role requires.

Immediate remedies are expected to rectify your follies. We shall observe your conduct within these 2 weeks from the date of this letter 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.

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

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.

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

Sincerely,



Woelly William  
Director