



# ACUMEN ALPHA ADVISORY PTE. LTD.

UEN: 201900012K

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Tel: +6562468801 Fax: +6562468803

Date: 19 July 2022

JACINTH LOI KAI CHEE

**BY HAND**

**RE: Second Written Warning**

Dear JACINTH LOI KAI CHEE,

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.

Testing

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,

[S I G N E D]

XUN HUI SOH  
Manager

A Proud Member of



Chartered  
Accountant  
SINGAPORE

Accredited  
Training  
Organisation