


TO: All Employees (STI, SJI, DI, and TNGC)
FROM: Accounting Department
RE: Accounting Unavailability Notice – January 19, 2019
Date: January 18, 2019

Greetings!

Please be informed that the entire Accounting Department will not be available on January 19, 2019 from 1pm to 6pm due to an in-house training session. We may attend to your concerns before 1pm or at 6pm after the training. For urgent concerns, please text the concerned personnel.

For your information and guidance.

Thank you.

 18/01/2019
Sheryl Julian
Accounting Supervisor