

To : All Employees Attending the August 6 Strategic Planning (SJI, SC, TNGC)

From: Happiness Resources Department

RE : Strategic Planning

Date : July 31, 2019

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Greetings!

On August 6, 2019 Sophia Jewellery Inc. will be having the Strategic Planning from 8:00 am to 5:00 pm.

In line with this, all team members that will need to attend the event are not required to come to the building to log in using the biometric system before the event or to come back to the office to log out after. An attendance sheet will be provided in the venue which will be used to record your time in and out for the day.

Please be guided accordingly.

Sincerely,

  
Atty. Angelique Margret T. Natividad  
HR Director