**ALLOCATION ANNOUNCEMENT**

**Announcement No. :**

**Please be notified that human resources allocation (hiring, promotion, change of job location, job relocation/movement, retirement, and disciplinary action) will be implemented as follows.**

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| **Name** | **Current Status** | | **Description Allocation** | **Initial Join Date**  **(DD-MMM-YYYY)** | **Allocation Date**  **(DD-MMM-YYYY)** |
| **Discipline** | **Position** |
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**The Human Resources Affair of the relevant human resources is based on the Allocation date, and if there is any change in the Allocation Date, the reason for the change must be submitted to the Human Resources Management Team within 3 days commencing from the date of this announcement through review and approval of the team manager.**

**Announcement Date : DD-MMM-YYYY**

**Manager of Human Resources Management (company stamp)**