

OFFICIAL MEMO

CIRCULAR / 001_2020

TO : All Employees (LCKL/ LCR/ LCPJ/ AALD/ BM/ DENG/ WH/PEN)
FROM : Eugenia Tan, Human Resources & Admin Manager
COPY TO : Mr. Sua Kim Seng, Managing Director
DATE : 10 January 2020, Friday
SUBJECT : **2020 CHINESE NEW YEAR HOLIDAY ANNOUNCEMENT**

MESSAGE:

Please be informed that, our company will be closed for Chinese New Year celebration from **24 January 2020 (Half Day PM) to 29 January 2020**.

Business will resume as usual on **Thursday, 30 January 2020**.

Please take note that it is **Compulsory Leave on 28 & 29 January 2020** for all staffs under the Lightcraft Group of Companies. All staffs are required to apply for leave on the abovementioned date in the HR System.

We would like to take this opportunity to wish you A Happy & Prosperous New Year.

