



Al Habbai Contracting L.L.C

MEMO

Date: 24/10/2017

Attention : Eng. Walid Abbas
(General Manager)

Subject : Monthly Salary for offices 311 Office boy

Dear Sir,

With reference to the above mentioned subject, please be informed that the following employee has joined the head office to work as office boy in office 311, which will impact on his earned salary due to non-working overtime in the head office.

Accordingly, we are recommending you to make his salary fixed salary as follows:

Sr.No	Old Code	New Code	Emp.Name	Office	Current Salary	Recommended Salary
1	11789	72017	SUMAN ARPELLI	311	900 Dhs/Month	1,600 Dhs/Month

Furthermore, the same will be subject to his performance as well as his complying to work in head office as required.

This is for your information and further necessary action.

Thanks & Regards

Eng. Osama A. Abdullah
(Contracts Director)

G.M
25 OCT 2017