MEMO

Date: 28/09/2017

To:

The General Manager

CC:

Eng. Reda Abdul Hamid (Senior Projects Manager)

Project:

P.157

Subject:

Punishment (Misbehave with Site Security)

Dear Sir,

With reference to the above mentioned project/subject, please be informed that the labour card No. 2823 created violence, misbehave and shouting with site security inside the labour bus on dated 28.09.17. 150,

Accordingly, you are kindly requested to deduct Dhs. 300.00 from the above mentioned labour card no to avoid the same in future due to bad attitude & bad performance.

This is for your kind information and further action.

Thanks & regards,

For Al Habbai Contracting L.L.C

Muhammad Suha

Safety In-Charge