

RE: Approval For vacation Mr. Rizwan Mahmood ID - 2483 (Civil Tech) & Sohrab ID - 2911 (Elect Tech)

From Mohammad Y. Alshaikh <malshaikh@awtad.sa>  
Date Wed 10/2/2024 1:04 PM  
To Hamad H. Almousa <3160@awtad.work>; Alanoud F. Alqahtani <113@awtad.sa>  
Cc Abdulrahman Y. Alshaikh <aalshaikh@awtad.sa>; Abdulhafeez Z. Mukadam <244@awtad.sa>

المحترمين  
السادة الشؤون الادارية  
السلام عليكم ورحمة الله

لا مانع لدي من اوقات الاجازة المطلوبة ( في حال كانت مستحقة فقط )  
وذلك حسب النظام المتبع في الشركة

Thanks & Best Regards,



**Mohammad Y. Alshaikh**  
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From: Abdulhafeez Z. Mukadam <244@awtad.sa>  
Sent: Tuesday, October 1, 2024 10:43 AM  
To: Mohammad Y. Alshaikh <malshaikh@awtad.sa>  
Cc: Hamad H. Almousa <3160@awtad.work>; Alanoud F. Alqahtani <113@awtad.sa>; Abdulrahman Y. Alshaikh <aalshaikh@awtad.sa>  
Subject: Approval For vacation Mr. Rizwan Mahmood ID - 2483 (Civil Tech) & Sohrab ID - 2911 (Elect Tech)

Dear Sir Mohammad Y Alshaikh.

Below Listed Employee need normal vacation they already completed 2 years in company.

SR NO	Name	Catogery	Emplyee ID	Vacation Start date	Vacation Period	Replacement	Emp ID	Remark
1	Rizwan Mahmood	Civil Tech	2483	10-Nov-24	60 days	Mohammad Raihan	3033	Normal Vacation
2	Sorhab Talukder	Electrician	2911	5-Nov-24	60 days	Shahidul Islam	1499	Normal vacation

Requesting you to approved for them vacation. In civil team we have total 5 members and Electrical team has 4 member..  
It will not affect on our work.

Thanks & Best Regards.



Eng. Abdul Hafiz  
2702 Dirah, Maegliah Center

Maintenance Engineer.

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