

## 115 - Majed S. Alsubaie

**From:** 410A - Mohammed Y. Alshaikh  
**Sent:** 11 14:01 2023 ، جوييه  
**To:** 244 - Abdul Z. Mukadam; 110- Abdullah R. Eid  
**Cc:** 115 - Saad S. AlDawway; 113A - Alanoud F. Alqahtani; 600- Abdulrahman Y. Alshaikh  
**Subject:** RE: Vacation Request

بعتمد

Thanks & Best Regards,



**Mohammad Y. Alshaikh**  
Director of Finance and Operations  
Awtad Company

2702-Dirah (Maeglah Center)  
Unit 406 Tower (C) 4<sup>th</sup> Floor  
Riyadh 12633-7437  
Kingdom of Saudi Arabia  
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F : +966 11 4118574  
M :+966 580703078  
E : [410a@awtad.sa](mailto:410a@awtad.sa)  
W: [www.awtad.sa](http://www.awtad.sa)

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**From:** 244 - Abdul Z. Mukadam <244@awtad.sa>  
**Sent:** Sunday, July 9, 2023 10:32 AM  
**To:** 110 - Abdullah R. Eid <110@daffah.sa>  
**Cc:** 113A - Alanoud F. Alqahtani <113@awtad.sa>; 410A - Mohammed Y. Alshaikh <410@awtad.sa>; 600 - Abdulrahman Y. Alshaikh <aalshaikh@daffah.sa>  
**Subject:** FW: Vacation Request

Dear HR,

Please start vacation process for this two Cleaner.

We have enough manpower for replacement. Yesterday 2 cleaners arrived from vacation and just last week we hired 2 new cleaners also.

Both staff are eligible for 2 months' vacation.

NAME	EMPLOYEE #	VACATION START	VACATION END	REPLACEMENT
BASHIR	2727	JULY 15	SEPTEMBER 15	JUNAID 2469
NAVEED	1214	JULY 15	SEPTEMBER 15	MD JAMAL 1497

Thanks and Regards,



**Sancho T. Marigmen**  
FM Manager: Soft Services  
Awtad

2702 Dirah, Maegliah Center  
Tower 3, 4<sup>th</sup> Floor, Office 406  
Riyadh 12633-7437  
Saudi Arabia

**Phone** +966 11 411 5500  
**Mobile** +966 54 424 6835  
**Email** [255@awtad.sa](mailto:255@awtad.sa)  
[www.awtad.sa](http://www.awtad.sa)

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**From:** 255 - Sancho T. Marigmen  
**Sent:** Monday, July 3, 2023 1:57 PM  
**To:** 410A - Mohammed Y. Alshaikh  
**Cc:** 113A - Alanoud F. Alqahtani; 600 - Abdulrahman Y. Alshaikh; 115 - Majed S. Alsubaie; 244 - Abdul Z. Mukadam  
**Subject:** RE: Vacation Request

Dear Engineer Mohammed Y. Alshaikh,

We have enough manpower for replacement. Today 2 cleaners arrived from vacation and just last week we hired 2 new cleaners also.

Thanks and Regards,



**Sancho T. Marigmen**  
FM Manager: Soft Services  
Awtad

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[www.awtad.sa](http://www.awtad.sa)

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**From:** 410A - Mohammed Y. Alshaikh  
**Sent:** Wednesday, June 21, 2023 11:09 PM  
**To:** 255 - Sancho T. Marigmen  
**Cc:** 113A - Alanoud F. Alqahtani; 600 - Abdulrahman Y. Alshaikh; 115 - Majed S. Alsubaie; 244 - Abdul Z. Mukadam  
**Subject:** RE: Vacation Request

Dear Sancho...

How is the replacement of this two worker?

Thanks & Best Regards,



**Mohammad Y. Alshaikh**  
Director of Finance and Operations  
Awtad Company

2702-Dirah (Maegliah Center)  
Unit 406 Tower (C) 4<sup>th</sup> Floor  
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E : [410a@awtad.sa](mailto:410a@awtad.sa)  
W: [www.awtad.sa](http://www.awtad.sa)

**From:** 255 - Sancho T. Marigmen <[255@awtad.sa](mailto:255@awtad.sa)>  
**Sent:** Wednesday, June 21, 2023 6:22 PM  
**To:** 410A - Mohammed Y. Alshaikh <[410@awtad.sa](mailto:410@awtad.sa)>  
**Cc:** 113A - Alanoud F. Alqahtani <[113@awtad.sa](mailto:113@awtad.sa)>; 600 - Abdulrahman Y. Alshaikh <[aalshaikh@daffah.sa](mailto:aalshaikh@daffah.sa)>; 115 - Majed S. Alsubaie <[115@awtad.sa](mailto:115@awtad.sa)>; 244 - Abdul Z. Mukadam <[244@awtad.sa](mailto:244@awtad.sa)>  
**Subject:** RE: Vacation Request

Dear Engineer Mohammed Y. Alshaikh,

Greetings!

Please approve the vacation request for the below staff.

Both staff are eligible for 2 months' vacation.

NAME	EMPLOYEE #	VACATION START	VACATION END	REPLACEMENT
BASHIR	2727	JULY 15	SEPTEMBER 15	JUNAID 2469
NAVEED	1214	JULY 15	SEPTEMBER 15	RAFICUL NEW STAFF

Thanks and Regards,



**Sancho T. Marigmen**  
FM Manager: Soft Services  
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**From:** 255 - Sancho T. Marigmen

**Sent:** Tuesday, June 20, 2023 4:01 PM

**To:** 410A - Mohammed Y. Alshaikh

**Cc:** 113A - Alanoud F. Alqahtani; 600 - Abdulrahman Y. Alshaikh; 115 - Majed S. Alsubaie; 244 - Abdul Z. Mukadam

**Subject:** RE: Vacation Request

Dear Engineer Mohammed Y. Alshaikh,

Greetings!

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Both staff are eligible for 2 months' vacation.

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BASHIR	2727	JULY 15	SEPTEMBER 15	JUNAID 2469
NAVEED	1214	JULY 15	SEPTEMBER 15	RAFICUL NEW STAFF

Thanks and Regards,



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[www.awtad.sa](http://www.awtad.sa)

**From:** 255 - Sancho T. Marigmen

**Sent:** Sunday, June 18, 2023 10:48 AM

**To:** '410A - Mohammed Y. Alshaikh'

**Cc:** '113A - Alanoud F. Alqahtani'; '600 - Abdulrahman Y. Alshaikh'; '115 - Majed S. Alsubaie'; '244 - Abdul Z. Mukadam'

**Subject:** Vacation Request

Dear Engineer Mohammed Y. Alshaikh,

Greetings!

Please approve the vacation request for the below staff.

Both staff are eligible for 2 months' vacation.

NAME	EMPLOYEE #	VACATION START	VACATION END	REPLACEMENT
BASHIR	2727	JULY 15	SEPTEMBER 15	JUNAID 2469

NAVEED	1214	JULY 15	SEPTEMBER 15	RAFICUL NEW STAFF
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Thanks and Regards,



**Sancho T. Marigmen**  
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