

Huda M. Alqahtani

From: Mohammad Y. Alshaikh
Sent: Sunday, December 10, 2023 2:05 PM
To: Huda M. Alqahtani; Abdulhafeez Z. Mukadam
Cc: Ibrahim K. Salem; Abdulrahman Y. Alshaikh
Subject: RE: Vacation Request for Hvac Technician

وعليكم السلام ورحمة الله

لا مانع لدي من الاجازة، ولكن حسب النظام المتبع فيما يخص تحمل الرسوم

Thanks & Best Regards,



Mohammad Y. Alshaikh
Director of Finance and Operations
Awtad Company

2702-Dirah (Maegliah Center)
Unit 406 Tower (C) 4th Floor
Riyadh 12633-7437
Kingdom of Saudi Arabia
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E : Malshaikh@awtad.sa
W: www.awtad.sa

From: Huda M. Alqahtani <116@awtad.sa>
Sent: Sunday, December 10, 2023 11:09 AM
To: Abdulhafeez Z. Mukadam <244@awtad.sa>; Mohammad Y. Alshaikh <malshaikh@awtad.sa>
Cc: Ibrahim K. Salem <235@awtad.sa>; Abdulrahman Y. Alshaikh <aalshaikh@awtad.sa>
Subject: RE: Vacation Request for Hvac Technician

السلام عليكم ورحمة الله وبركاته

الاستاذ/ محمد

الرجاء اعتماد طلب الاجازة من عدمه لبدا اجراءات الطلب

Thanks and Regards



Huda Huda M. Alqahtan
HR Officer
Awtad

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

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From: Abdulhafeez Z. Mukadam <244@awtad.sa>
Sent: Wednesday, November 22, 2023 5:45 PM
To: Mohammad Y. Alshaikh <malshaikh@awtad.sa>
Cc: Ibrahim K. Salem <235@awtad.sa>; Huda M. Alqahtani <116@awtad.sa>; Abdulrahman Y. Alshaikh <aalshaikh@awtad.sa>
Subject: Vacation Request for Hvac Technician

Dear Sir Mohammad .Y. Alshaikh,

Hvach Tech Mr. Thomas ID NO - 2920 Has Been Working in our company from last 1 and half year.

He Requesting Urgent vacation due to his mother illness for a 1 month from 15 Dec to 14 Jan 2024.

He will be Responsible for the cost of vacation. Replacement for his position is Mr. Shamim ID NO-2680

Please need your approval.

Thanks & Best Regards.



Eng. Abdul Hafiz

2702 Dirah, Maegliah Center

Assistance Maintenance Manager

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