



To : Mr Ooi Chok Yan
Chief Executive Officer

From : Lim Hooi Leng
Executive Assistant

Subject : **Industrial Training**

Date : 2 January 2020

The above matter refers.

The following student from Universiti Teknologi Mara - Kampus Permatang Pauh, has been accepted for industrial training at Penang Global Tourism.

Name of Student	Course of Study	Training Period
Hamizah Binti Azmi	Diploma in Tourism Management	24 February 2020 to 13 June 2020

She will be paid a monthly allowance of RM350.00 as follows:

Month	Allowance (RM)
February 2020 (6 days)	72.45
March 2020	350.00
April 2020	350.00
May 2020	350.00
June 2020 (13 days)	151.70
Total	1,274.15

The total cost is **RM1,274.15** which is within the budget.

This memo is put forward for your kind approval.

Thank you.

Lim Hooi Leng