

To : Mr Ooi Chok Yan
Chief Executive Officer



From : Lim Hooi Leng
Executive Assistant

Subject : **Industrial Training**

Date : 29 November 2019

The above matter refers.

The following student from Universiti Sultan Zainal Abidin, Terengganu has been accepted for industrial training at Penang Global Tourism.

Name of Student	Course of Study	Training Period
Siti Sarah Sofiyah Binti Sheikh Zakir	Bachelor of English with Communication (Honours)	19 January 2020 to 19 April 2020

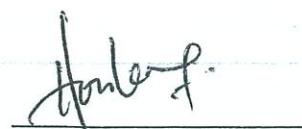
She will be paid a monthly allowance of RM350.00 as follows:

Month	Allowance (RM)
January 2020 (13 days)	146.80
February 2020	350.00
March 2020	350.00
April 2020 (19 days)	221.70
Total	1,068.50

The total cost is **RM1,068.50** which is within the budget.

This memo is put forward for your kind approval.

Thank you.



Lim Hooi Leng