

# VITAT COMPANY LIMITED

## Internal Memorandum

To	: All Staff	Ref.	: VIT-IM-0417-041-EB
From	: Elricter Ban	Date	: 26 April 2017
Cc	: Ms. Dora Wu, Mr. K. C. Wong	No. of Pg.:	1
Re.	: Staff Promotion		

It is with pleasure to announce the following staff promotion in Operations Department with effect from 1 April 2017 :

<u>Staff</u>	<u>From Position</u>	<u>To Position</u>
Chung Shui Po	Officer	Senior Officer
Leung Chi Shing	Building Attendant	Asst. Building Supervisor

May we take this opportunity to wish them continued success in their new roles and I would be most happy if you would accord them with usual support and cooperation.



Elricter Ban

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謹此宣佈以下營運部人事晉升，由 2017 年 4 月 1 日起生效：

<u>僱員</u>	<u>由職位</u>	<u>至職位</u>
鍾瑞寶	主任	高級主任
梁志成	物業服務員	助理樓宇督導

在此，祝願他們工作順利！