

Guideline #	AD-111-G1	Revision #	01
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Formal Letters Guideline:

1. Formal letters include all the issued letters from the HR department like experience certificates, recommendation, warnings, punishments, circulars, invitations, etc.
2. Formal letters should be signed by the authority in charge within 24 Hours.
3. Employees should send the formal request to the HR Officer who should coordinate sending the requested letter in a formal way.
4. The HR Officer should secure the approval of the authority in charge before sending any requested formal letter.

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