DAEWOO E&C
EPC4 Project, Ruwais Refinery Expansion Project
P.O. Box 12523, Ruwais Housing Complex,
Western Region, Abu Dhabi, U.A.E.

971-2-876-3259 Phone
971-2-876-3794 Facsimile
www.daewooenc.com

RUWAIS REFINERY PROJECT	INTER OFFICE MEMORANDUM

Ref. No.	**IOM–ADMIN-HR-009–2013**	Date	**05 AUG 2013**
To	**All Concerned Employees**	Total Page/s	**1**
From	**HUMAN RESOURCE MANAGER – SITE**	Attachment	**0**
Subject	**CELEBRATION OF EID AL-FITR 2013**		

To mark the occasion of EID AL-FITR – which in Muslim tradition is to give in charity to those in need, and celebrate with family and friends for the completion of a month of blessings and joy. With this, please be informed that on **August 08 & 09** will be our official holidays. Please see the below table for your reference;

In addition, our company will provide 3 buses(1Big & 2Small) on the said holidays, so kindly re-submit your abu dhabi bus trip request with the preferred date until tomorrow morning.

EID AL-FITR	COMPUTATION	REMARKS
AUGUST 8, 2013	8 HOURS BASIC	SHUTDOWN
AUGUST 9, 2013	8 HOURS BASIC	SHUTDOWN

If you have any further question and/or clarification, please don't hesitate to contact admin dept.

Ramadan Kareem!

Thank you very much.

DAEWOO ENGINEERING & CONSTRUCTION
RRE PROJECT
DAEWOO E&C

GEUN YEOUL LEE
HR Manager
Daewoo E & C Company Ltd.
Refinery Expansion Project
Abu Dhabi , UAE