



RISE TO THE CHALLENGE

11 June 2020

Mr Dave
Dormitory Manager
Westlite Toh Guan Dormitory
Toh Guan Road
Singapore

Dear Mr Dave,

Ref: Employer's newsletter Issue#1

We received recently your first issue of Employer's Newsletter on 08th May 2020. We are happy to receive and very informative about the dormitory activities. As an employer, it is very useful to know about your way of taking care of the residents in the dormitory.

We appreciate your effort and best in future.

Thanking You,

Regards,

A handwritten signature in blue ink, appearing to read 'Ramanathan', written in a cursive style.

Ramanathan
HR Manager