

Apprenticeships R US



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The ONLY Recruitment Service approved by MOTOR TRADER'S ASSOCIATION of New South Wales

20th November 2018

Dear Client,

I would like to inform you that our office will close at the end of business day **Friday 21st December 2018 and re-open on Wednesday 2nd January 2019**

We take this opportunity to wish you a Merry Christmas, a safe and Happy New Year and we look forward to continuing our business relationship in 2019.

Apprentice pays will be as follows:-

1. Pays for week ending 16/12/2018 will be done as per normal and paid to apprentices on Tuesday 18/12/2018.
2. Pays for week ending 23/12/2018 will be done on Thursday 20/12/2018 and paid to apprentices on Monday 24/12/2018. We will need these time sheets to be sent in by Wednesday 19/12/2018
3. Annual leave applications to be paid in advance MUST be received by 12th December 2018 and will be paid on Monday 24/12/2018
4. Pays for week ending 31st December will be done on Wednesday 2nd January 2019 and paid on Wednesday 2nd January 2019

All apprentice pays will be processed as per normal and we ask that you send the time sheets in as early as possible to ensure that you are not left out of pocket during the festive season.

Please ensure that annual leave forms are sent in not later than Wednesday 12th December 2018, these are available on our website.

Please do not hesitate to contact Irene MacDonald on 02 9891-6900 if these are any further queries as to the above.

Yours truly,

Brian Schembri
General Manager – Finance