

To : All Parents
From : Mayse Lam, Centre In-charge
Re : New Administrative Officer Onboarding
(Circular No. WDM003A/23-24_ENG)
Date : 12 September 2023

Dear Parents,

As we start our new school term 2023-2024, I would like to introduce our new administrative officer, Ms. Orah Lee who has replaced Ms. Pinky Law as she has officially retired this school term. We wish Ms. Pinky all the best as she starts her new life journey.

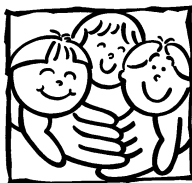
Ms. Orah has taken over all the major administrative responsibilities at our centre starting September 1st. When you come to our centre, Ms. Orah will be the first to greet you and your child at the reception area. She will be the first person you will contact when you call our centre for any enquiries. Orah will also be sending email to parents and updating you all on our centre's important news and arrangements.

Please give Ms. Orah a warm welcome when you see her at our centre!

Thank you very much for your attention.

Best regards,

Mayse Lam
Centre-in-charge



致 : 各家長
由 : 林杏施中心主任
內容 : 新行政主任到任
(通告編號 WDM003B/23-24_CHIN)
日期 : 2023 年 9 月 12 日

親愛的家長：

新學期新開始，容我介紹本中心的新任行政主任 Orah（李小姐）。由 9 月 1 日（星期五）起，她正式接替榮休的 Pinky（羅小姐），接待每位到訪的學生及家長、回覆查詢，以及提供本中心最新和重要的資訊。

在此，我們歡迎 Orah 的加入，並衷心感謝 Pinky 的服務，祝福她在新的人生旅程中一切順利。

此致

貴家長台鑒

林施杏中心主任