

**From:** [Jocelyn Lim](#)  
**To:** [HuaZhen Luo](#)  
**Subject:** FW: Leave & Flex Benefit Balance  
**Date:** Friday, 16 July, 2021 15:53:50  
**Attachments:** [Sport Watch.pdf](#)  
[image004.png](#)  
[Fitness Equipment.pdf](#)  
[2021\\_Singapore FLEX\\_Benefits Claim Form.xlsx](#)

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Hi HuaZhen,

No problem and thanks for submitting your flex benefit.

Claims are approved and will reimburse in Aug's payroll.

**Jocelyn Lim**

HR Assistant

Waters Pacific Pte. Ltd.

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**From:** HuaZhen Luo <[HuaZhen\\_Luo@waters.com](mailto:HuaZhen_Luo@waters.com)>  
**Sent:** Friday, July 16, 2021 12:17 PM  
**To:** Jocelyn Lim <[Jocelyn\\_Lim@waters.com](mailto:Jocelyn_Lim@waters.com)>  
**Subject:** RE: Leave & Flex Benefit Balance

Hi Jocelyn,

Thank you for advice about Flex Benefit on the other day.

The attached is my July claim for this Flex Benefit. Please kindly review and approve this claim.

Thank you

**Luo HuaZhen**  
Senior Test Engineer

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**From:** Jocelyn Lim <[Jocelyn\\_Lim@waters.com](mailto:Jocelyn_Lim@waters.com)>  
**Sent:** Tuesday, 13 July, 2021 14:14  
**To:** HuaZhen Luo <[HuaZhen\\_Luo@waters.com](mailto:HuaZhen_Luo@waters.com)>  
**Cc:** Cynthia Chua <[Cynthia\\_Chua@waters.com](mailto:Cynthia_Chua@waters.com)>; Swati Sharma <[Swati\\_Sharma@waters.com](mailto:Swati_Sharma@waters.com)>  
**Subject:** Leave & Flex Benefit Balance

Hi HuaZhen,

We refer to your resignation.

**Last day of service: 9 Sep 2021**

| Balance of pro-rated Leave & Flex Benefits |              |
|--------------------------------------------|--------------|
| Annual Leave Singapore                     | : 8 days *   |
| Flex Benefit amount                        | : SGD 690.41 |

\* If you are going to clear your leave, please inform your Manager to approve all leaves application before your last day of employment.

Let me know if you have questions. Thanks.

**Jocelyn Lim**

HR Assistant

**Waters Pacific Pte. Ltd.**

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