

Distribution List and Acknowledgement

Distribution List

No.	Name	Department/Section	Designation	Copy Type	Remarks
1	Jane Smith	Quality Assurance	Manager	Original	--
2	John Doe	Production	Supervisor	Copy	For Implementation
3	Linda Tan	Human Resources	Staff	Copy	-
4	Michael Lee	Maintenance	Engineer	Copy	-

Acknowledgement

No.	Name	Signature	Date	Remarks
1	Jane Smith	_____	_____	Received
2	John Doe	_____	_____	Received
3	Linda Tan	_____	_____	--
4	Michael Lee	_____	_____	-

Important Notes:

- All recipients must acknowledge receipt by signing and dating the acknowledgement section.
- Ensure the distribution list is updated whenever changes in personnel or departments occur.
- This document helps maintain effective communication and traceability.
- Retain this document for record-keeping and auditing purposes.
- Any queries regarding distribution should be addressed promptly to the issuing department.