

Apex Electronics Corporation
New Baneshwor, Kathmandu

To: All office employees
From: Office Manager
Date: 7 July 2012
Subject: Dispatch of outgoing mail

Tt Three years ago we announced a policy that the outgoing mail received after 4:00 pm would be dispatched the same day by the Receipt and Dispatch Section. This was done because the staff had to leave the office at 5:00 pm and they needed one hour to get everything processed and sent to the Post Office.

Since the office now closed at 5:30 pm. you may send the outgoing mail to this section upto 4:30 pm. As usual urgent letters will be accepted till 5:30 pm and dispatched the same day.

All the employees are requested to note this change and cooperate with us in dispatching the outgoing mail promptly.

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Hari Prasad Thapa

National Tours and Travels Pvt. Ltd.
Gaushala, Kathmandu

Date: September 3, 2012
To: Ganga Pathak, Training Organiser
From: S. K. Yadav, General Manager
Subject: Special Training Courses in Sales and Marketing

As you know that Shivam corporate Training Pvt. Ltd, Kathmandu, has proposed to conduct special training courses in sales and marketing for our field staff involved in aggressive selling of tour packages. I would like you to select the appropriate course for our sales trainers.

I am sending you the following information as an attachment to enable you to choose the right courses for them:

1. List of the courses
2. Duration of each course
3. Structure and content of each course

I would like to discuss this matter with you at your earliest convenience. We need to take a decision by the end of this month.

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S. K. Yadav