

Date: 22-JAN -2016

**CIRCULAR**

Dear all,

**Greetings ! from the HR department.**

I would like to inform you all that,

On an account of Business and performance evaluation, our client **Mr. Patrick Lutz - Managing Director of PALIS** has confirmed his visit to our office on 29-jan-2016 and its lasts till 2-feb-2016 .

Though we do it regularly please ensure and stick on to the following instructions during client Visit.

- ✓ Please be punctual to the office at right time and the reporting time for that particular day will be informed later by the management.
- ✓ You should dress and groom yourself according to the requirements of your position and accepted social standards , dress code-Formals
- ✓ Please make sure ID cards are worn and displayed properly as long as we are within the premises of our work place during client Visit.
- ✓ Please ensure that your work place is kept clean and presentable, especially the chairs, if moved for various reasons are put back in their right place while moving away from your work spot.
- ✓ Please communicate effectively with the client when you put into a conversation with him.
- ✓ Please inform the admin if anything is required on the day of client visit with respect to your work.

**For Ramarson Technology Developers LLP****R.Sindhuja Vikram****Office administrator -HR**