

Re : Issue of visitor's visa

To whom it may concern,

I am writing this request letter on behalf of Renzhong LIU, who joined **Fifty-Five (Shanghai) Data Information Technology Co., Ltd.**, as tracking specialist on the 5th of November 2018.

Renzhong LIU is based in our Shenzhen office (9th Floor, Tower B, TCL Building 6 Gao Xin Nan Yi Street, Nanshan Shenzhen 518057) and we are glad to invite him to our Paris headquarter (5 rue d'Athènes, 75009 Paris, France) from the 7th of January 2019 to the 11th of January 2019 for a week of intense training on our digital expertise.

All the new hires of the group are participating to this « induction week » of training.

For your complete information, please find attached a detailed document presenting the content of these training sessions.

All the expenses related to Renzhong LIU's business trip to France will be paid by the company and we will personally make sure that he returns to China before the expiration of his visa.

I remain at your entire disposal if you need any complementary information.

Please find attached Renzhong LIU's hotel booking and passport copy.

Best regards

Mathilde BAURET

Head of Human Resources

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Morning training sessions planned from the 7th of January to the 11th of January in our Paris office headquarter :

Horaires	Day 1	Day 2	Day 3	Day 4	Day 5
	PARIS	PARIS	PARIS	PARIS	PARIS
9h-9h15	SIPO1-01 - Accueil (recup PC et set-up admin - 30') Managers des arrivants				
9h15-9h30		SIPO1-11 - Upside (Mortense - 1h)			
9h30-9h45	SIPO1-02 - Working @ 55 (Mathilde & Matthieu + Margo + DUP - 30')		WIPO1-10 - Reporting GA Part01 (Charlotte H - 1h30)		
9h45-10h					
10h-10h15	SIPO1-03 - Organisation 55 et commerciale (Pierre - 30')	WIPO1-03 - Tag Management System tools (Marjorie - 30')		WIPO1-13 - GTM Introduction (Guillaume S - 2h)	SIPO1-15 - Ecosysteme, Offre et Solutions (Arnaud - 1h)
10h15-10h30					
10h30-10h45		Break	Break	Break	Break
10h45-11h	SIPO1-04 - Pitch & clients needs (Jean - 30')				
11h-11h15	Break				
11h15-11h30	SIPO1-05 - Positionning, Marketing & PR plan - Basics (Andrea - 30')	WIPO1-04 - Tracking - Technical principles (Lucas - 1h15)	WIPO1-10 - Reporting GA Part02 (Claire G - 1h30)		
11h30-11h45					
11h45-12h	SIPO1-06 - Introduction to the tech team (Jeff - 30')				
12h-12h15		WIPO1-05 - Implementation Project (Elodie - 30')			
12h15-12h30					
12h30-12h45	SIPO1-07 - Operations & HR plan (Claire - 45')	WIPO1-06 - Factory process (Paul - 30')	WIPO1-11 - KPIs Definition (Ayméric - 45')	MIPO1-10 - Media tracking - App (François - 1h)	WIPO1-15 - Tracks - Mapping theory & TD (Marjorie - 2h15)
12h45-13h					

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