

Q) As the Secretary to the Chairman of Star Cements Pvt Ltd, draft a memo to remind the employees about the revised office timings.

STAR CEMENTS Pvt. Ltd
13 R.N. Roy Road, Kolkata-700011

MEMO

To : All employees

From : Archisman Banik, Secretary

Date : 18, JANUARY, 2019

Ref : Reminder of the Revised Office Timings

This is to inform all the employees of Star Cements Pvt. Ltd that the office timings have been revised from 9:00 A.M - 5:30 P.M to 9:00 A.M - 5:00 P.M with effect from 18, JANUARY, 2019. Kindly note the above changes and adhere to it.

{ Archisman Banik
{ SECRETARY