



OFFICE MEMO

Subject: Town Hall Meeting

Reference No: HO-002

To: All Staff Members

Date: 10/10/2023

We would like to invite you to the Town Hall Meeting on **Saturday, 14th of October 2023**, timing **3 PM** at **Head Office**, where we will be discussing important topics and sharing updates on different aspects and developments of the Web-Portal. Your presence will make this event special.

During the event, we will be presenting the following awards:

- 1. Appreciation Awards.**
- 2. Performance Award.**
- 3. Perfect Attendance Award for the month of September 2023.**

Head Office Staff:

Dress Code: Formal (Pant & Coat with Tie and Proper shoes) decent colors are advised.

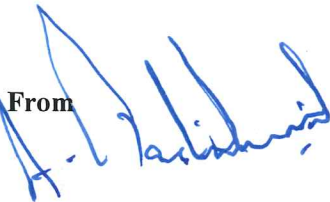
Non Clerical Staff: messengers, tea boys, maintenance and helping staff etc. shall be dressed in proper neat and clean uniforms.

You are advised to be presentable (hair cut advisable) as pictures will be clicked.

Please Note: Refreshments (**Hi-Tea**) will be served at Head Office after the event, providing an opportunity for networking and socializing with your colleagues.

QFS / NLC & TPX:

Staff will be attending this meeting session online.

From 

For Seaboard Group