

**AIM: Write a Notice to the employee of a company to attend the office**  
**Physically daily following the Covid Guidelines**

**Reliance Industries**

**NOTICE**

Date: 22/06/2022

We are getting out of the pandemic at a slow pace hence in order to grow further we are initiating starting the company in offline mode.

Below are the guidelines for attending the office offline.

**Guidelines:**

1. Wear masks at the workplace.
2. Carry your own sanitiser.
3. Wear a pair of hand gloves.
4. Wear a face shield.
5. Carry your double dose certificate.
6. Lock your utilities safely in a separate locker.
7. Don't share your things with others.
8. Maintain social distancing.

**(Signature)**

**Mukesh Ambani**

**President of Reliance Industries.**