New joiner notice

LOGO



**Both the underline names above are dynamic and user will enter this but the AS in between is hardcoded…. The picture of the person is also dyamic user will upload and picture should be round in shape on the notice**

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| Dear All  Please join us in welcoming **Muhammad Hammad** to IVC .Muhammad **Hammad** has joined as **Territory Sales Manager** in the Sales Function and will be reporting into **XYZ.**  **Hammad has over 6 moths of experience.he has…………………………………………………………………………..**  **……………………………………………………………………………………………………………………………………………………**  **……………………………………………(this whole paragraph of 3 lines is dynamic user will enter these lines )**  **Hammad holds…………………………………………………………………………………………………………………..**  **……………………………………………………………………………………………………………………………….(this whole paragraph of 2 lines is dynamic user will enter these lines )**  **He can be reached at…………………………………………………………………………………………………….**  **…………………………(this whole paragraph of 2 lines is dynamic user will enter these lines )**  We wish him all the best for his role at IVC  Welcome to the IVC Family **Hammad** |

The outline of table of every form should be of purple color

Holiday Notice

**In this form the background color should be black always**

**The yellow highlighted part is dynamic**

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| LOGO  Picture icon for inserting picture  Dear All,  This is to announce that **all IVC locations** will remain  closed on **Tuesday December 25** on account of  **Quaid Azam day** |

Kind Regards

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Restructuring Notice ….**All the text in yellow will be entered by the user.Also that tree thing is in this form**

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| Dear All,  …………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………..  …………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………..  …..  **……………………………………………………………………………………………………………………………………………..**  …………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………..  …………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………..    A pictorial Representation of Rural Division is as follows;  …………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………..  …………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………  We wish all of them the best of luck for settling in their new roles and hope that they will continue to out-perform themselves. |

Kind regards

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LOGO LOGO2

Kind regards

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| IVS believes in community development. The company has always stood at par with the society , adding value to it. In the past till this day we have actively taken part in various community building activities; from empowering women to adopting school, giving females quality education to providing nutrition through meals.  Working on our ……………………………………………………………………………………………………………………….. ……  ……………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………..  …………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………..  …………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………..  …..  **……………………………………………………………………………………………………………………………………………..**  …………………………………………………………………………………………………………………………………………………..  Picture icon for inserting picture |

Security announcement

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| Dear All,  ……………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………  Stay Safe.  Regards  ……………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………………………………………………………………  …………………….. |

Product Launch Notice ( the yellow highlighted area is dynamic)

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| Dear All,  Keep your eyes and ears open on **Friday at 11 AM**! Be sure to keep some time free as you don’t want to miss out on the exciting hunt we have in store for you! Time to get your Product name  Picture icon for inserting picture |

Kind Regards

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Departure notice ( yellow highlighted is dynamic data which user will enter)

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| Dear All,  It is announced with deep regret of the sad demise of the father of our colleague Mr. Umair Ali, Business Analytics Executive in the IT function  Namaz-e-Janaza will be offered today, October 17 after Isha prayers at 7.45 PM at Shamsi Masjid of Shamsi Society, Malir in Karachi. Please join us in praying for the departed soul as our heartfelt condolences go out to the bereaved family. May Allah give them the strength to bear this loss.  Mr. Umair Ali can be contacted at 0301-8293518.      Kind Regards |

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| Dear Saeed Ahmed,    Reference to your resignation dated 5th February-2019, which has been accepted by the management and your last working day will be 4th March-2019.    We would like to brief you about your final settlement procedure in order to ensure a smooth exit.    In order to settle your final dues, please follow the below instructions:     |  | | --- | | FOR EMPLOYEE PURPOSES | | Fill out and submit the separation check list to HR Operation Team for Full & Final Settlement |  |  | | --- | | Fill out and submit the exit interview form to HR Organization Development Team | | Handover all IT – Asset(s) to Information Technology Department |  |  | | --- | | Handing over all files, documents and other allocated departmental assets to your supervisor / line manager | | Handing over any other company assets / Float Money or Credit card / to their respective departments i.e Admin / Finance / Fair Price Shop |     It is essential that you carry out all the prerequisite tasks to process your final settlement, In case you fail to handover any company possession(s) or if any department is not able to provide your clearance to HR, the HR department will not be able to provide your clearance.    ATTENTION: IT/ Finance/ Admin / Fair Price Shop kindly contact and coordinate in this regard with the employee.    The whole clearance process will take around 15 working days subject to your clearance from all departments, and your dues (salary and/or provident fund), if any, will be processed through cheque and handed over to you along with your experience letter. If you are unable to visit HR Office for your full & final settlement in person, then you may authorize someone to collect your cheque, experience letter and sign-off your full & final settlement on your behalf. For this, you must send an email or authority letter to us including your nominee's name, his/her national identity card number, and contact number.      Thanks & Regards, |

Resignation Notice (only the yellow highlighted part is dynamic and user will enter that otherwise every thing in grey is hard coded) and in this resignation notice pdf and wordfiles are attached along wih the notic

New intern Notice

LOGO



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