



Savan Legend Resorts Sole Company Ltd

Human Resources Department

Savannakhet, Date: 16 March 2020

## MEMO

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To: All employees

Subject: **Travel Prior Report and Restriction**

Referred to the COVID-19 situation, management would strictly require all employees to communicate openly to HODs/Manager in department before trip of the detail about their travel place and timeline, especially the Expat employees (This is not the normal such as eating out at Savannakhet, but whereby like Bangkok, Cambodia and etc.).

Make sure every employee will not be in the risk areas, behave in a health and safe manner. So, we could ensure all were safe from this situation.

Sincerely Yours,



(6/3/20)

**Withaya Sirithanomwong**

**Director – Hotel Operations**



17/03/20

**Travis Miller**

**President**