**Documents Submission Memo**

Date: August 17, 2018

To: All Staff

From: Human Resource Department

**Re: Documents Submission till August 20th, 2018**

It is to hereby inform all the employees on the behalf of management that submit your documents required for company record mentioned below:

* Filled Employee Bio Data Form
* Attested copies of academic certificates
* 2 attested copies of candidate’s CNIC
* 2 passport size photographs
* Experience letter of previous company *(if any)*
* Last 1 month salary slip

It would be really appreciated your cooperation in this regard

Thank You