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## MEMORANDUM

Date : 28 August 2020

To : All Sales and Marketing Employees

From : HR and Admin Department

**RE : REMINDER FOR SALES & MARKETING PERSONNEL ATTENDANCE**

With reference to the above, this memo serves as a reminder towards our Sales and Marketing employees for their attendance issue.

It is to be highlighted that:-

1. Sales and Marketing personnel shall be in office following office hours and vice-versa if they do not have any appointment with customers.
2. Sales and Marketing personnel shall update and/or share their schedule daily in Sales WhatsApp group.

For Head of Department, kindly distribute the above information to all of your subordinates.

Thank you.

Wong Wai Fun  
HR and Admin Manager