

Human Resource Officer,
Nestle Company,Pakistan

Date: August 13,2020

The Staff,
Nestle Company

Dear Staff,

I sadly announce you to all that after 30 years of services, our hardworking and most sincere officer, Muhammad Faisal Sajjad will be retiring from our company next month on the date of September 15,2020. We greet Mr.Faisal's retirement with sorrow and we are also happy that he can enjoy his own time now. He has been an integral part of our company for last thirty years. His contributions will always be valued and remembered . His hardwork, commitment and dedication are worthy of admiration. Moreover, he has trained many officers and taught us best management on his experience. His willingness for his work and efforts to help us meet deadlines has demonstrated a commitment to excellence that we have come to depend upon. His positive attitude and abundance of energy have helped to make our office the pleasant place to work.

As a tribute, company is organizing a dinner party on September 5,2020 at 5:00p.m.to honor and appreciate an esteemed employee and a great person. Mr.Faisal will be greatly missed. On the behalf of Nestle Company I would like to wish him best of luck.

Sincerely,

Signatue:

Muhammad Kamran

Executive Director