

Write a circular to all your dealers' information them the change of your marketing Executive. You are a company dealing in oils.

Scooters Oils and Fats Ltd.

Old industrial Area, Alwar

Ref.No.....

Date.....

Dear dealers,

It is for your kind information that Mr. Raj Kumar Jha, our Marketing Executive, who has been working with us for the last five year, has decided to give up the job for his social and health constraints with effect from 31st Oct, 20xx.

Mr. Parkash Virmani has been posted in place of Mr. Jha.

Mr. Parkash is a well experienced and talented person and thoroughly familiar with the need and problems of the customers and the dealers. Mr. Virmani is scheduled to visit you soon.

We look forward to your continuing support.

N S Verma

Executive Director