



Memorandum

Attention: Interns Batch 46
From: NTT, General Manager
Date: January 25, 2011
Subject: Internship Orientation at the Salaya Pavilion Hotel and Training Center

Please be advised you are required to attend orientation which will be held on **March 26, 2011 during 09:00 to 17:00 in MahaSwasdee I room** at Salaya Pavilion Hotel and Training Center (SPH), 6th floor.

Details of the program are as follows:

09:00 – 09:30	Intern registration and uniform fitting
09:30 – 11:50	Interns' Talk Show by VDO presentation Welcoming speech and 12 values of the successful internship by General Manager 3-month internship guideline in the handbook by General Manager
12:00 - 13:00	Lunch Break
13:00 – 15:00	Hotel operation and its structure by Director of Sales and Marketing
15:00 – 15:15	Break
15:15 – 15:45	Reading and understanding policy, rules and regulation in the handbook and to be signed by interns and monitored by Department heads
15:45 – 17:00	Site inspection on all room types and all outlets by K. Natpicha

The orientation is the important day to understand how you can go through the 3-month internship at SPH successfully. Please be informed that it is also necessary for you to study the policy if you do not attend the orientation. You can always refer to all policies in the handbook or intern's notice board.

We wish you enjoy and learn a great deal the 3-month internship with Salaya Pavilion Hotel and Training Center.

Best regards,

A handwritten signature in blue ink, appearing to read 'Wann Nantachit', is written over a light blue rectangular background.