

## **CIRCULAR No. 05/2025**

**To: All Employees**

**Subject: Public Holiday Schedule for [Year]**

This circular provides the official schedule for upcoming public holidays and office closures for the remainder of the year [Year].

Please note the following dates when the office will be closed:

- [Holiday Name 1]: [Date]
- [Holiday Name 2]: [Date]
- [Holiday Name 3]: [Date]

All employees are entitled to these paid holidays. Regular work will resume on the day following each holiday. In the event that your role requires you to work on any of these dates, your manager will communicate the necessary arrangements and compensation in advance.

Wishing you and your family a safe and happy holiday season.

**Thank you all,**  
**Operations Manager**