

CIRCULAR No. 06/2025

To: ALL OFFICERS

Subject: Public Presentationon Independence Day.

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

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,
Admin Manager