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| **COMPANY NAME****No: .../TB**  | **THE SOCIALIST REPUBLIC OF VIETNAM***Independence - Freedom - Happiness* |

**NOTICE**

***Ref: Vietnam’s National Day holiday***

*- Pursuant to the Labor Code of the Socialist Republic of Vietnam;*

*- Pursuant to Company regulations...*

*- Pursuant to the current situation of the company.*

The Director is pleased to get you informed all the people as follows:

**Article 1.** On the ............, all the people shall have the holiday in accordance with provisions of company dated.... All the people shall be back to work on .......

**Article 2.** Every people must make your working place clear before the holiday. All the machines and equipment must be shut down, all doors must be locked to avoid the theft or explosion. Anyone who violates and damages company equipment will have to pay compensation and be disciplined in accordance with company's regulations.

**Article 3.** Each head of department and board shall take responsibility for checking regularly, following and making statistics in accordance with the schedule and make notice to the Administrative and Human Resource Department to make timekeeping for that working days That day shall be add to the extra works in accordance with provisions.

**Article 4.** All the departments and units must implement this notice.

**Company’s representative**

**Director**