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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........*

[Company]..........is pleased to get you informed that on the Vietnam’s National Day holiday as follows:

- All the people of the factory shall have Vietnam’ National Day holiday from.....

- All the departments and units should appoint people to take care for all the production process and customer care.

- Security and production department must ensure the security and order during the holiday.

Thanks so much.

Best regards!