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

Date......

**NOTICE**

**Ref: Holiday.........**

*- Pursuant to the Labor Code No. 45/2019/QH14 issued by the National Assembly on November 20, 2019*

*- Pursuant to Company regulations........*

**Respectfully to:** Affiliated departments and units

Company would like to inform the schedule for the holiday as follows:

All of you shall be off from ..../..../.....

Departments and units must pay attention to:

- Appoint the people to take charge of business activities during the holiday.

- Appoint the security staffs to work all day to keep the security and order during the holiday.

All the departments are required to strictly implement this notice.

**Best regards!**

DIRECTOR  
(Sign, full name)