



50 YEARS OF REPRESENTING YOU

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## Memorandum

**From:** Stephanie Lim **To:** All Staff **Date:** 22/12/2025  
**Chief Executive Officer** **C.c** **Board of Directors**

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HR/MEMO/2025/014

### **EARLY RELEASE ON NEW YEAR'S EVE**

Please be informed that on the eve of New Year, 31<sup>st</sup> December 2025 (Wednesday), employee are allowed to leave the office at 3.00 pm.

Notwithstanding the above, employees shall make themselves available or stay back to finish work as and when requested by the Management or their superiors.

For KL staff that wish to stay back beyond 3.00 pm, kindly liaise with the Administration Department in getting the duplicate office keys. Office will resume as normal on 2<sup>nd</sup> January 2026 (Friday).

The Management wishes a **HAPPY NEW YEAR** and a Happy Holiday to all.

Thank You,

**ANIKA INSURANCE BROKERS SDN BHD**

A handwritten signature in blue ink, appearing to read "Stephanie Lim".

**Stephanie Lim**  
**Chief Executive Officer**