
Memorandum

From: Stephanie Lim
Chief Executive Officer

To: All Staff
C.c Board of Directors

Date: 22/12/2025

HR/MEMO/2025/014

EARLY RELEASE ON NEW YEAR'S EVE

Please be informed that on the eve of New Year, 31st 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 2nd January 2026 (Friday).

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

Thank You,

ANIKA INSURANCE BROKERS SDN BHD



Stephanie Lim
Chief Executive Officer