

The Company's name

.....:Administrative Circular to Resolution No

circulating decision

...../...../..... It is on the day of

A circular has been issued with Resolution No. To all departments of the company.

In the interest of the company's board of directors to ensure the quality of work that it has always entrusted to its employees and to provide a healthy work environment that helps to reach the desired goals, the company notes the following.

“Writing the text of the administrative decision”

Therefore, we hope that all the company's employees will cooperate fully in implementing what has been mentioned in the interest of the public interest, and we thank you for your kind cooperation with us.

HR Department

General Manager

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