

14/0927

EPHRAIM MOGALE LOCAL MUNICIPALITY

MEMO

TO: MANAGEMENT
ADMINISTRATORS OF SATELLITE OFFICES
ALL EMPLOYEES
SAMWU AND IMATU

FROM: ACTING MUNICIPAL MANAGER

DATE: 27TH NOVEMBER 2014

FILE: 2/6

SUBJECT: CLOSING OF OFFICES DECEMBER 2014 TO JANUARY 2015

You are kindly informed that on the 27th day of November 2014 the council resolved to have Ephraim Mogale Local Municipality offices closed for this festive season from the **23rd December 2014 at 12:00** and to have them re-opened on the **5th January 2015** at the normal reporting (work-starting) time.

You are requested to inform all your subordinates and/or members of your unions, and to ensure that necessary arrangements are made for the rendering of essential services during this period until the re-opening of the offices.

"May this festive season fill your life with bright and precious moments and bring you lots of sweet and pleasant surprises"

Yours faithfully



N.S.MASHAMBA
ACTING MUNICIPAL MANAGER

