

Formal announcement of new employee benefit scheme

Subject: Introduction of New Employee Welfare Scheme

Dear Team,

We are pleased to announce the launch of a new Employee Welfare Scheme effective from November 1, 2025. This initiative is part of our ongoing commitment to enhance employee satisfaction, professional growth, and overall workplace well-being.

The new scheme includes comprehensive health benefits, a performance-linked bonus program, and flexible working arrangements. Detailed information regarding eligibility, application procedures, and key timelines will be shared through the HR portal.

We encourage all employees to review the details carefully and take full advantage of this opportunity. Your active participation and feedback are essential for the continued success of our programs.

Thank you for your dedication and contribution to our company's success.

Best regards,

Human Resources Department

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