



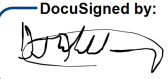
Thembisile Hani Local Municipality

Internal Memorandum

To	:	ALL STAFF/ MEMBERS OF THE PUBLIC
Cc	:	CORPORATE SERVICES DEPARTMENT
From	:	MUNICIPAL MANAGER
Date	:	22 DECEMBER 2025
Ref.	:	4/5/2
RE	:	CLOSURE OF MUNICIPAL OFFICES

1. The subject-mentioned matter bears' reference
2. Kindly be informed that the municipality will close at **10h00** on Thursday, the 02nd of April 2026 in line with the Easter holiday period.
3. All employees must be at work and ensure that all urgent work allocated to them is completed before closing time.
4. Kindly note that this arrangement does not apply to essential services (waste removal, water, etc.).
5. All essential service departments are expected to continue operating as usual to ensure that service delivery continues without interruption.
6. Heads of Departments and Unit Managers must put in place the necessary measures to guarantee continuity of essential services during this period.
7. Normal municipal operations will resume on Tuesday the 07th of April 2026.
8. The Municipality wishes all employees a joyous Easter holiday.
9. Your cooperation in this regard is highly appreciated.

Yours Sincerely,

DocuSigned by:

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Mr. D.J.D Mahlangu
Municipal Manager