

Date: March 10, 2020


**MEMO: Postponement of Leave**

As you are aware the Government of Saudi Arabia has taken various measures to combat the spread of Global threat of CORONA VIRUS COVID 19. That includes temporary cancellation of Airline flights to and from the Kingdom that will temporarily affect the travel of the prospective vacationers.

Consequently, and due to the cancellation of the flights, Najran Company Management has decided to defer the approval of vacation/ Exit application of all employees, till further notice. This decision is taken to safeguard the interest of our employees.

The management will review this decision once the situation improves and the government allows the Airlines to resume their flights normally as per their original schedule.

All are advised to understand the IMPORTANCE and URGENCY of this situation and act accordingly without prejudice.

  
Yassin Al Suroor  
Chief Executive Officer  
Najran Company