



lists's Human Resources Department

End-of-Year Bonus & Holiday Pay Access Notice

Dear Team,

As part of our end-of-year process, we are pleased to inform you that you can now access your End-of-Year Bonus and Holiday Pay details.

To securely view and complete the required information, please **scan the QR code below**, which will direct you to the official HR portal.

Instructions:

1. Scan the QR code using your mobile device or tablet.
2. Log in with your company credentials.
3. Review your bonus and holiday pay information.
4. Submit the form as instructed.



Please ensure that all information is reviewed and completed **before 05/15/2026** to avoid any delays in processing.

If you experience any issues accessing the portal or have questions regarding your bonus or holiday pay, please contact the HR Department.

Thank you for your continued dedication throughout the year, and we wish you a pleasant holiday season.

Kind regards,
Human Resources Department
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