

Letter of Advice: Upcoming Public Holiday Arrangements

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Arrangements for Upcoming Public Holiday

Dear [Recipient's Name],

I hope this message finds you well. As we approach the upcoming public holiday on [Insert Date], I would like to provide some advice regarding arrangements to ensure a smooth transition for all team members.

- **Office Closure:** Please note that the office will be closed on [Insert Date]. All operations will resume on [Insert Date].
- **Work Schedule:** Ensure that any urgent tasks are completed before the holiday. Consider delegating responsibilities where necessary.
- **Out of Office Notifications:** Remember to set your out-of-office replies on your email and other communication platforms.
- **Emergency Contacts:** In case of urgent matters, please refer to the emergency contacts list attached to this email.

If you have any questions or require further information, please do not hesitate to reach out.

Wishing you a pleasant holiday!

Best regards,
[Your Name]
[Your Position]