

# Confirmation of Upcoming Public Holiday

Dear [Employee's Name],

We are pleased to confirm that [Date] will be recognized as a public holiday in observance of [Holiday Name].

As part of our commitment to employee well-being, the office will be closed on this day, and we encourage everyone to take this opportunity to relax and enjoy time with family and friends.

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

Best regards,

[Your Name]

[Your Job Title]

[Company Name]