

Notification of Upcoming Public Holiday

Dear [Employee/Team],

We would like to inform you that [Date] has been designated as a public holiday in observance of [Holiday Name]. As such, our office will be closed on this day.

Please make sure to adjust your schedules accordingly and ensure that all critical tasks are completed prior to the holiday.

If you have any questions or concerns, feel free to reach out.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Company Name]