

Update on Upcoming Public Holiday Policies

Dear Team,

We hope this message finds you well. As we approach the upcoming public holiday, we would like to inform you about the updated policies concerning time off and work schedules.

Public Holiday Details

The upcoming public holiday will be observed on **[Date]**. Please note the following policies:

- All employees will be entitled to a paid day off on this holiday.
- For those required to work, overtime pay will be provided at a rate of **[Overtime Rate]**.
- Requests for time off surrounding the holiday must be submitted by **[Submission Deadline]**.

Additional Information

For further details or any questions regarding the policy, please feel free to reach out to the HR department.

Thank you for your attention; we wish everyone a wonderful holiday!

Best regards,

[Your Name]
[Your Position]
[Your Company]