

# Upcoming Statutory Holidays Notification

Dear [Employee's Name],

We hope this message finds you well. This is to inform you about the upcoming statutory holidays that will be observed by our organization:

- [Holiday Name] - [Date]
- [Holiday Name] - [Date]
- [Holiday Name] - [Date]

Please make necessary arrangements and plan accordingly. Should you have any questions or require further information, feel free to reach out to your manager or the HR department.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]