

Official Notice

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

This letter serves as an official notice regarding your statutory holiday entitlement as per [relevant law or company policy]. You are entitled to [number] days of paid statutory holidays for the current year.

Please note that holidays must be taken within [specific time frame or policy guidelines], and you are encouraged to plan your leave accordingly. To request your holiday days, kindly submit your preferred dates to your manager for approval.

Should you have any questions regarding your holiday entitlement or the process for requesting leave, please do not hesitate to contact [HR contact name or department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]