

Letter of Recognition for Statutory Holiday Pay Adjustment

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to formally recognize the adjustment made to your statutory holiday pay. This adjustment reflects our commitment to ensuring our employees receive fair and equitable compensation for their work during statutory holidays.

Effective [Effective Date], your holiday pay rate has been adjusted to [New Rate]. This change is in accordance with [mention relevant laws or company policy], and we believe it aligns with our values of transparency and fairness.

We appreciate your hard work and dedication to [Company Name]. If you have any questions regarding this adjustment, please feel free to reach out to the HR department.

Thank you for being an integral part of our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]