

Reminder: Statutory Holiday Observance

Dear [Employee's Name],

This is a reminder that [Date] is recognized as a statutory holiday. In observance of this holiday, our office will be closed.

Please ensure that you have completed any necessary preparations before this date and enjoy the time off with your family and friends.

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

Thank you.

Sincerely,
[Your Name]
[Your Position]
[Your Company]