

# Statutory Holiday Acknowledgment

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

This letter serves as confirmation that [Company Name] acknowledges the following statutory holidays for the year [Year]:

- [Holiday 1 - Date]
- [Holiday 2 - Date]
- [Holiday 3 - Date]
- [Holiday 4 - Date]
- [Holiday 5 - Date]

Please be reminded that as an employee, you are entitled to [specific benefits or entitlements related to the statutory holidays]. Should you have any questions regarding your holiday entitlements, please feel free to reach out to HR.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]