

# Holiday Leave Policy Adjustments

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of recent adjustments made to our holiday leave policy, effective [effective date]. These changes aim to better accommodate our employees' needs and maintain a healthy work-life balance.

## Key Changes:

- Increased number of paid holidays from [current number] to [new number].
- New policy allowing rollover of unused holiday leave to the next calendar year.
- Introduction of mental health days as part of our holiday leave policy.

We encourage all employees to understand and take advantage of these new policies. Please review the updated policy document attached to this email for further details.

If you have any questions or need clarification, feel free to reach out to the HR department.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]