

Employee Holiday Policy Notification

Dear [Employee's Name],

We are writing to inform you about our updated holiday policy effective [Effective Date]. This policy outlines the entitlements and procedures regarding taking time off for holidays.

Holiday Entitlement

Employees are entitled to [number] days of paid holidays per year. Holidays should be taken at times mutually agreed upon with your manager.

Procedure for Requesting Holidays

To request holiday leave, please complete the holiday request form and submit it to your supervisor at least [number] weeks in advance.

Carry Over Policy

If you do not use all your holiday entitlement within the year, you may carry over a maximum of [number] days into the next calendar year, subject to management approval.

We encourage you to take your allocated holidays to ensure a healthy work-life balance. If you have any questions regarding this policy, please do not hesitate to reach out to the HR department.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]