

Public Holiday Observance Notification

Date: [Insert Date]

To: All Employees

Dear Team,

We would like to inform you that [Insert Holiday Name] will be observed on [Insert Date]. As such, our offices will be closed on this day. We encourage everyone to take this opportunity to relax and spend quality time with family and friends.

Please ensure that all work obligations are met prior to this date. Normal operations will resume on [Insert Date].

Thank you for your attention, and happy holidays!

Sincerely,

[Your Name]

[Your Position]

[Company Name]