

Public Holiday Schedule Announcement

Dear Employees,

We are pleased to announce the public holiday schedule for the upcoming year. Please find the list of official public holidays below:

- New Year's Day - January 1, 2024 (Monday)
- Independence Day - July 4, 2024 (Thursday)
- Labor Day - September 2, 2024 (Monday)
- Thanksgiving Day - November 28, 2024 (Thursday)
- Christmas Day - December 25, 2024 (Wednesday)

We encourage everyone to plan accordingly and enjoy these holidays with family and friends. Should you have any questions, please do not hesitate to reach out.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]