

Public Holiday Announcement

Dear Employees,

We are pleased to announce that in observance of [Holiday Name], our office will be closed on [Date]. This holiday is a time for us to celebrate and reflect on [brief reason for the holiday].

Please make necessary arrangements to ensure that all work is up to date before the holiday. We appreciate your hard work and dedication.

Enjoy your time off with family and friends.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]