

# Announcement of Upcoming Religious Holiday

Dear Team,

We are pleased to announce that our company will observe [Name of the Holiday] on [Date]. This holiday is a significant occasion for many of our colleagues, and we encourage everyone to take this opportunity to celebrate and reflect.

As part of our commitment to an inclusive workplace, we would like to remind everyone to be respectful and supportive of those who observe this holiday. We will be closing our offices on [Date], and we encourage everyone to plan their work schedules accordingly.

For those who would like to share their traditions or experiences surrounding this holiday, we invite you to join us for a [related event, if applicable] on [Date/Time].

Thank you for your understanding and cooperation. Wishing you all a joyful and meaningful holiday.

Best regards,

[Your Name]  
[Your Position]  
[Company Name]