

Holiday Observance Notification

Dear Employees,

We are writing to inform you about the upcoming holiday observance for **[Holiday Name]** on **[Date]**. In recognition of this occasion, our office will be closed.

Please ensure that all work commitments are managed accordingly. If you have any urgent matters that require attention before the holiday, please address them with your manager.

We appreciate your hard work and dedication. May this holiday bring joy and relaxation to you and your loved ones.

Best regards,

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