

Subject: Reminder: Organizational Religious Holiday Policy

Dear [Employee's Name],

This letter serves as a reminder of our organization's policy regarding religious holidays. As a diverse workplace, we recognize and respect the various religious observances that our employees may celebrate.

According to our policy, employees are entitled to request time off for religious holidays. We encourage you to communicate any such requests to your supervisor as early as possible to ensure adequate planning.

Additionally, accommodations will be made to respect your beliefs and practices whenever feasible. If you have any questions about the policy or wish to discuss your specific needs, please do not hesitate to reach out to [HR Contact Information].

Thank you for your attention to this matter and for your commitment to fostering an inclusive workplace.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]