

HOLIDAY MEMO

[INSERT COMPANY LOGO, IF ANY]
[NAME OF COMPANY]
[COMPLETE COMPANY ADDRESS]

MEMORANDUM No. []

TO : ALL [NAME OF COMPANY] EXECUTIVES, MANAGERS, EMPLOYEES, AND
STAFF IN ALL DEPARTMENTS

FROM : HUMAN RESOURCE MANAGEMENT OFFICE

DATE : [SPECIFY DATE OF CIRCULATION]

SUBJECT : LIST OF HOLIDAY OBSERVANCES FOR THE YEAR [SPECIFY YEAR]
GUIDELINES FOR HOLIDAY OBSERVANCES

Pursuant to [SPECIFY STATE/COUNTRY LAW DICTATING RULES ON HOLIDAY OBSERVANCES] and with the full support of the company heads, we will be enjoying the following holidays for the year [SPECIFY YEAR]:

NAME OF HOLIDAY	DATE
New Year's Day	January 1
Memorial Day	[SPECIFY DATE ACCORDING TO YOUR STATE/COUNTRY LAW; LEAVE BLANK IF NONE]
Independence Day	
Labor Day	
Veteran's Day	
Thanksgiving	
Christmas Day	December 25
[ADD MORE HOLIDAYS ACCORDING TO STATE/COUNTRY LAW]	



Sample Holiday Memo To Employees

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