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| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

As you know, the government has declared a public holiday on Independence Day. The management of our organization has also decided to announce XX, 20XX, a holiday.

We have another good news for you as well. Because the holiday is falling on Thursday, we have decided to give the next day, i.e. Friday XYZ, 20XX, an off-day as well, so that you all can enjoy a long weekend. Not only this, collect your dinner coupons from the HR department before you go back home today.

Enjoy the holidays and come back refreshed! Have an independent long weekend!

Warm regards,

Your Name

Title

Email