**Date:**

**To**

**[The Recipients]**

**Re. Veterans Day Holiday Announcement**

Here is another announcement bringing the greatest relief from work. We need to take out some time and celebrate the people who have facilitated us in every way. One of them is our military who risk every second of their life while abandoning their personal life, self-abnegation, and prioritizing their country. I am writing to announce a holiday that is observed to celebrate and recognize the services of our military veterans.

We announce the Veterans Day holiday which is coming on [DATE]. This day marks the recognition and acknowledgment of the military veterans and the services rendered by them. As the day is to highlight the enthusiasm, bravery, and courage of our military men, it should be celebrated with nationalistic zeal and zest.

We have arranged a dinner from the company to which many of the military veterans have been invited. All the employees are invited to the dinner with their spouses.

Celebrate the day by flying the flag at your houses and participating in public events like concerts and national commemorational events. As the Veterans Day is dated on [DATE], this holiday would be considered as a floating holiday as it collides with the weekend coming next to the Veterans Day. Thus, there would be a general holiday in the company from [DATE] to [DATE].

Our helpline shall remain open, in case of any urgency please call us at [HELPLINE NUMBER]. For further queries, refer to our official email address i.e. [EMAIL]. From [DATE], office timings will be from XX: XX to XX: XX with a [X] minutes lunch break. Thank you.

Regards

[Your Name]  
[Designation]