To

[The recipient]  
[Business Name]

**Re. Excuse Letter for Eid**

Dear [name],

I am writing to ask for cooperation from all the employees of our company. Our company has four departments working in two interlinked sectors. We are having [xx] employees on board. We believe in diversity and cultural assimilation in the office. To maintain our established approach to the company, we endeavor to keep the environment of our company cordial and light-felt. Therefore, we always celebrate every event from each religion and culture.

On [date], we are having an Eid celebration in the office. The actual date for Eid is [date], therefore, Muslim employees can claim their leaves and can take off from work not more than three days from [date] to [date]. These leaves shall not be recounted as casual or any other kind of leaves, however, they will be celebrated and recorded as leaves on the role of cultural and religious celebratory with reference to the rules mentioned in the employee book 2019.

The letter of correspondence has been received by the council of the Islamic civilization center [name of the city]. They are inviting Muslims for the Eid prayers on [date] at [time]. We are also planning to arrange a dinner in the office on [date]. We will send you a confirmation message along venue and other details.

Please note that there is no leave for non-Muslim employees, however, Muslim employees shall avail not more than three leaves as per the above-mentioned schedule. Please contact Human Resources for further correspondence. Thank you.

Cordially,

[sign]

[name]

[organization]