



Change in Holiday Policy Letter

[Your letterhead, if desired; if not, your return address]

[Date of letter-month, day, and year]

[Recipient's first and last names]

[Company name]

[Street or P.O. box address]

[City, State ZIP code]

Dear [recipient's name]:

With the holiday season almost upon us, we would like to let you know about an update for our pay policy for [choose holidays: Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day]. Exempt employees who work on any of those holidays receive time off with pay at their normal base rate for each company-observed holiday. Nonexempt employees are not eligible for paid holiday benefits, and thus, holidays are unpaid.

Please check with your supervisor to find out more about being scheduled to work on any of these holidays, or to ask any questions you might have about the holiday pay. Please also see the [Company's] Holiday Policy in the [insert Company name] Employee Handbook for further details.

[Insert Company Name] reserves the right, at its discretion, to change, modify, add, or remove portions of this policy at any time, with or without notice.

Best regards,

[Signature]

[Sender's first and last names]