[Insert Date]

[Full Name]

[Title]

[Insert Organization Name]

Dear [Insert Employee Name],

We would like to take this opportunity to thank you for your dedication and commitment to excellence at [Insert Organization Name] this past year. Your hard work and efforts are greatly appreciated, and we look forward to another successful year ahead of us.

In addition, this letter serves to inform you that [Insert Organization Name] will be providing all employees with [Insert # of days] (XX) paid days of time off, from [Insert from when to when],
as a way to communicate our appreciation and gratitude for our employees during the holiday season. During this time period, the company will be closed starting [Insert Date] and will reopen on [Insert Date]. The combination of paid time off, combined with the public holiday pay for Christmas, Boxing Day, and New Year’s, will mean that employees will receive their full wages/salaries during the closure even though the office will be closed.

Please note: This paid time off does not constitute a new precedent or standard for [Insert Organization Name], nor will it be a recurring provision. Paid time off such as this is provided completely at the discretion of [Insert Organization Name] and the company is under no obligation to continue the temporary provision of this particular paid time off beyond this year (2022). For the future, employees may plan to bank overtime that can be used for paid time off and taken when employees need it during this holiday period.

[Insert Organization Name] would like to extend our sincerest gratitude for our employees and the stellar service that was provided to our clients this past year. We are so thankful to have each and every one of you on the team. We hope this paid time off provides you with an opportunity to rest, relax, and celebrate your achievements and hard work from this year.

If you have any questions about the paid time off provision, company closure, or anything else, please do not hesitate to reach out to [Insert Name/Title].

Sincerely,

[Name, Title, Position]