Holiday announcement email

Send the annual holiday schedule before the year starts. Send a reminder for each closure two to three weeks ahead, and a short final reminder two or three working days before. Shift-based teams need holiday rosters earlier, often four to six weeks ahead.

SINGLE HOLIDAY OFFICE CLOSURE

Subject: Office closed [Day, Date] for [Holiday]

Hi everyone,

A reminder that [Company] offices will be closed on [Day, Date] for [Holiday].

- Last working day before: [Date], with offices closing at [Time] [if early]
- We reopen: [Day, Date] at [Time]
- Customer support: [Coverage, e.g. available 9am to 5pm ET with a reduced team / closed, with an auto-reply directing urgent issues to Contact]

If you're scheduled to work on the holiday, your manager has already confirmed your shift. Holiday pay follows our [Holiday Pay Policy Link or Section].

Please set an out-of-office reply and update shared calendars.

Enjoy the day off,
[HR Contact Name]
[Title]

ANNUAL HOLIDAY SCHEDULE

Subject: [Year] company holiday schedule

Hi everyone,

Here is the company holiday schedule for [Year]. These are paid holidays for eligible employees under our [Holiday Policy Name].

- [Holiday]: [Day, Date]
- [Holiday]: [Day, Date]
- [Holiday]: [Day, Date]
- [Holiday]: [Day, Date]
- [Floating Holiday]: [Number] day(s) to use on a date of your choice, with manager approval

When a holiday falls on a weekend, we observe it on [the nearest Friday or Monday / Rule].

Employees at [Sites or Teams That Operate on Holidays] will receive a separate holiday roster from their managers by [Date].

The schedule is also on [Intranet Page or Calendar Link]. Questions to [HR Contact].

[HR Contact Name]
[Title]

24/7 OPERATIONS AND SHIFT TEAMS

Subject: [Holiday] schedule and holiday pay for [Site or Team]

Hi team,

[Site or Team] will stay open on [Holiday], [Date]. Here's what you need to know:

- The holiday roster is posted on [Location or System]. Please check your shifts by [Date].
- Shift swap requests are due by [Date]. All swaps need supervisor approval.
- Holiday pay: if you work on [Holiday], you'll be paid [Holiday Rate, e.g. 1.5x your regular rate] for hours worked that day. Eligible employees who are not scheduled will receive [Holiday Pay for Non-Working Employees].
- Volunteers for open holiday shifts: tell [Supervisor or Workforce Contact] by [Date].

We rotate holiday shifts fairly using [Rotation Rule, e.g. who worked the last major holiday]. If you have a concern about your schedule, talk to your supervisor this week.

Thanks for keeping things running,
[Site Leader Name]

YEAR-END SHUTDOWN

Subject: Year-end closure: [Start Date] to [End Date]

Hi everyone,

[Company] will close from [Start Date] through [End Date] and reopen on [Return Date].

- [Number] of these days are company holidays. The remaining [Number] days will be [paid shutdown days / taken from PTO / unpaid], per [Policy Name].
- Before you leave: submit timesheets for the period by [Date], set an out-of-office message and hand over anything urgent to [Coverage Contact].
- Emergency contact during the closure: [Name, Phone or Email].
- Payroll during the shutdown: [Pay Date Details].

Thank you for a strong year. See you on [Return Date].

[Leader Name]
[Title]

SUBJECT LINE IDEAS

- Office closed [Day, Date] for [Holiday]
- [Year] company holiday schedule
- Holiday reminder: [Holiday] on [Date]
- [Holiday] schedule and holiday pay for [Site]
- Year-end closure dates and what to do before you leave
- Holiday hours: [Holiday Week]
- Reminder: offices closed [Date]

SMS / WHATSAPP VERSION

Reminder from [Company]: [Holiday] is [Day, Date]. [Site] is [closed / open with holiday roster]. Check your shift on [System] by [Date]. Questions: [Supervisor or HR Contact].

Placeholders to replace: [Company], [Holiday], [Day, Date], [Year], [Holiday Policy Name], [Floating Holiday], [Site or Team], [Holiday Rate], [Rotation Rule], [Start Date], [End Date], [Return Date], [Coverage Contact], [HR Contact], [Site Leader Name]