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Dear <<insert name of employee>>

As you may be aware, 29th April is a special public holiday for the Royal Wedding. <<insert name of company or employer>> would like to make sure that all staff have the opportunity to participate in the celebrations to mark the marriage of Prince William and Catherine Middleton.

Option 1:

[Your employment contract states that you are entitled to [paid] [unpaid] time off for public or bank holiday such as the Royal Wedding.]

Option 2:

[Despite the fact that your employment contract does not include the right to [paid] [unpaid] time off for any public or bank holidays in the UK, <<insert name of company or employer>> has decided that all employees will be given [paid] [unpaid] time off on 29th April to mark the Royal Wedding.]

Our company will [not] be closed on 29th April. We are [not] looking for staff willing to come to work on 29th April. <<insert name of company>> will be offering <<insert rate of pay e.g. 20% extra >> for staff working on the Royal Wedding. If you would like to work on 29th April, please contact <<insert name and title>> to agree such arrangements.

If you have any questions relating to the Royal Wedding Public Holiday, please contact <<insert name and title>> on <<insert contact details>>.

Regards,
<<insert name and title>>

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