**Sample Announcement Letter for Discontinuing Special Leave**

Date: 21.08.17

Dear Employees,

This is to inform you that last year Management had decided a special leave for all the employees of the company on their birthdays. We would like to inform you that now Management has decided to discontinue this special leave from this year, effective from 1st September, 2017.

This reason for discontinuing this special leave is because the work pressure is extremely high as there are lots of new projects under process and this would demand more time and efforts from everyone’s ends.

Sincerely,

Sumita Agarwal

HR Manager

Rishabh Bath Fittings Ltd.