**Letter Format for Intimating the Workers that Sunday is a Working Day**

Dear workers,

We are all working on a critical project very hard to make it a success. The project completion date is coming soon. All of you are doing a great job on the job. Unfortunately, our office had to remain closed due to national bandh called by a national political party which caused hindrance in our operations and our work on last Tuesday.

We had to adhere to the government and close the office premise. But as you all know, we cannot go back on our deadline of project completion with our client. Keeping all these factors in mind, we have decided to work on this Sunday to compensate for the Tuesday holiday. This might upset your weekend plans. Lease bear with us. Hope to receive your support on work this Sunday.

Regards,

Madhavi

HR Department