

SAMPLE

To,

The Labour Officer,

.....

.....

Sub: Submission of Holidays List for the year 2018 under XXXXX Act

Reference: Shops and Establishments / Factory Registration No.....

Respected Sir/Madam,

Please find enclosed the Statement of Holidays for the year 2018 under.....Act
pertaining to our establishment.

Kindly acknowledge receipt.

Thanking you,

Yours faithfully,

For

Authorised Signatory

Simplianco

List of Holidays for the Year 2017

Sl. No	Date	Day	Event
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

For Simpliance Technologies Pvt Ltd

Authorised Signatory

