Subject: Independence Day - July 4th Holiday Notice

Dear Team,

There will be no work on July 4th to celebrate Independence Day. I apologize for springing this on you the day before, as this was news to me. As compensation for this unplanned free day you get one extra paid vacation day.

Thank you once again for your hard work and dedication. Have a wonderful and safe Independence Day!

Best regards,

Dr. Liam [REDACTED]
Lead Research Scientist
IntegraLab Inc.

P.S. There has been a recent data breach so after the vacation we will increased the frequency and thoroughness of security checks