To Whom It May Concern:

Please excuse ________________ from work/school for the following annual holy days and festivals on their respective days for 20__:

- Feast of Trumpets
- Day of Atonement
- Feast of Tabernacles, inclusive
- Last Great Day

This is to confirm that ________________ is a member of the Church of God, a Worldwide Association, and that this Church teaches the observance of the annual holy days and festivals as the spiritual duty of each member in order to maintain his or her status in the Church. As stated in the Fundamental Beliefs of the Church of God, a Worldwide Association:

13 The Festivals of God

The seven annual festivals are special times of assembly. Given to ancient Israel by God through Moses and kept by Christ, the apostles and the New Testament Church, they are commanded to be observed today. These festivals reveal God’s plan of salvation for mankind. They will continue to be observed during the Millennium. (Scriptural support: Colossians 2:16-17; 1 Peter 1:19-20; 1 Corinthians 5:8; 15:22-26; 16:8; James 1:18; Exodus 23:14-17; Leviticus 23; Luke 2:41-42; 22:14-15; John 7:2, 8, 10, 14; Acts 2:1; 18:21; 20:16; Zechariah 14:16-19.)

The Church observes the Feast of Tabernacles and the Last Great Day as a continuous eight-day festival in centralized locations. Attendance therefore requires a certain amount of travel time in addition to the eight days of the combined festivals. The festivals and holy days are observed worldwide, so additional travel time is needed for members who are attending in international areas.

Thank you for respecting and accommodating ________________ beliefs in this matter.

Sincerely,

Michael Hanisko
Church of God, a Worldwide Association