**Christmas Holiday Announcement Email Template**

Subject: **Announcement of Holidays**

Dear customer,

We hereby announce that Office will remain closed for [X] day/days.

Due to upcoming blockage due to Christmas those who live beyond [DETAIL] can leave by [00:00]am/pm.

Be the new year the work hours will vary to weather updates and Saturdays will be on in the next whole month due to the extra holidays of Christmas.

Kindly do not apply for extra leaves right after the holidays.

Office will reopen on [dd/mm/yyyy] at [00:00]. You are requested to be punctual and responsible towards your duties to be able to receive promotions before the new year begins.

Happy holidays!  
Thank you.

Yours Sincerely,  
  
[The Sender's Signature]  
Sender's Name