**Holiday Announcement Email Template**

Subject: **Announcement of Holidays**

Dear [Recipient Name],

It is to inform you all that all [Office/branches] will be closed from [DATE] to [DATE]. Please note that no short leave would be issued a day before holiday due to the workload. kindly submit your projects before [DATE] to enjoy your holiday to the fullest.

Kindly note that the [Office/branches] will reopen on Monday[DATE]. We hope you enjoy your holidays with your family and friends and check your accounts for the end year bonuses before you hop on a holiday. *Enjoy!*

Happy holidays!  
Thank you.

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