**Date:**  21st July 2018

Dear [Name Here],

As you all know that Labor Day is just around the corner. And we will be spending this day at home with our families and friends. This letter is to inform you that the office will remain closed from [DATE to [DATE]. We will start working again on [DATE].

During this closure period, we wish all our employees a festive time with our closed ones. We hope this holiday will give you more time to recharge and come back with enthusiasm.

Sincerely,

Mr. Greg,

Assistant Manager