To

All the Staff

Dated:

Subject: Announcement of Holidays on the event of [TEXT]

Dear staff members hope you are doing well. The festive days are coming, Christmas days are here. The company wants you to enjoy these moments with your family. There is an announcement from the CEO that the office will remain closed for Christmas. The office will remain closed from Friday [DATE] till Monday [Date]. You will be sending the hard copy of the notice for the Christmas holidays as confirmation. Decorate your house, make tasty foods and have parties in these awesome holidays. Enjoy your time and have holidays full of fun. Merry Christmas!

Manager

[Company Name]