To

All the Staff

Dated:

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

Our company greets its staff and management staff and we hope you are receiving this message with a healthy life. It is informed to all the staff of the company that the office will be closed due to the holiday. It is further informed that all the activities which were planned for today will be delayed to the next working day. The management will further guide you in the office. The office will be regular, and all the activities will be continued after the holiday. We hope you will enjoy the holiday and stay blessed!

Manager

[Company Name]