To

All the Staff

Dated:

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

Thanksgiving is a special occasion that we celebrate with our lovely fellows and friends. Everyone wants to spend precious moments with their loved ones. So, the company has decided to announce the Thanksgiving holidays. The company is also organizing the event regarding the occasion, so you celebrate and share your feelings. It will be surely a fantastic time for you. Enjoy your holidays and then the precious occasion that the company is going to organize for the staff members. Prepare for it. It will be a large level event in which your family members will be invited. Be prepared and ready to have fun. The date for the event will be announced soon. Happy Thanksgiving!

Manager

[Company Name]