**LOGO**

# Memo

**To:** Recipient Name

**From:** Your Name

**CC**: Other recipients

## **Subject: Memo for Christmas Break**

We are announcing with excitement that the company has planned to celebrate Christmas with zeal and zest. Therefore, I would like to announce to all of you that there will be a Christmas break on the said dates.

We wish the entire staff of the company the best Christmas break.

Sincerely,  
[Name Here]