Subject: Announcement of Eid Holidays

To whom it may Concern,

Eid has always been one of the most awaited festivals among Muslim communities, so we all are none other than them. To rejoice the happiness and joys of Eid, we all find peace in being with our families and friends and making the fiesta sprinkled with both leisure and ebullience. The company wants you to enjoy every minute of this cheerful time and feels delighted in announcing that the closure period of festivity is ahead of us. I am glad to make a formal statement announcing a four-day holiday schedule from 28th May 20XX to 31st May 20XX. I expect you back at work on Monday, 1st June 20XX.

I wish you a happy and joyous Eid with your loved ones.

Regard,

The Senior Manager  
Lunen Bank of Private Limited