Subject: Announcement of Eid Holidays

Dear all,

I hope you all are doing very well at work.

I am very happy to announce everyone’s favorite period of the year full of festivity and jubilation. It is time that we look forward and hope to spend with our families, relatives, and friends. It is a pleasure to announce Eid holidays that are scheduled from 23rd May 20XX to 27th May 20XX. There will be no official work or assignment as this time is meant to be a big relief period and assured to make you feel happy, stress-free, and at leisure. To add to the rejoicing zeal of the event, the company has announced a $100 in everyone’s salary as a premium to Eid day gift.

Happy Eid in advance!

Regards

Salman Shahid

The General Manager  
MDM Group of companies