To

[The Recipient Name]  
[Department/designation]  
[Address]  
[Contact]  
[Email]

Re. Holiday Announcement on the eve of Thanksgiving

Dear all,

Thanksgiving is always incarnated with pleasure, good news, and something to be grateful for. The good news is that in the wake of thanksgiving eve, the office shall remain closed from November 25, 20XX to November 27, 20XX. During this short period of time, no office work shall be dealt with.

Thanksgiving is an occasion of supreme delight and is meant to be celebrated with our friends and family. Everyone wants to make most of this time and spend precious moments with their family and friends. So, the company has decided to declare the dates of vacation during which one can stay off work and can make the most of the relief period. The reason behind this early declaration is to give you all a chance to plan your vacation accordingly.

We wish you all to spend a great day on the occasion and make the fantastic feast. We will chalk out a plan to celebrate the event together with the staff too and everyone will share good vibes of delight. The schedule of the office shall be shared during the holidays through email or SMS. For more details, you can contact via email at [email] or visit the news on [website].

Thank you.

Sincerely,

Signature