To

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

Re. Announcement of Thanksgiving Holidays

Dear Staff Members,

It is to bring into your account that OLAM Groups & Co. has decided to announce Thanksgiving holidays from 24th November 20XX to 26th November 20XX which is followed by a weekend. It is gladly informed to all of you that during this period, no office work shall come to you and you will have to deal with no contracts, piles of documents and heap of files. All you have to do is to stay relax and happy making the moments of Thanksgiving memorable with your family, friends, and relatives.

Thanksgiving is the event marked with feasts, get-togethers, and delightful moments. No one wants to deal with the stressful work of the office, and everyone wants to keep their business and office world aside during these days. Keep these humane desires in view, the company management decided to give two holidays which will be followed by the weekend, so that the event can be made more pleasurable by a long period off from the work.

Mr. Shez also has indicated a clue according to which we can plan to celebrate one day in the wake of Thanksgiving together here in office after the official holidays. Post-holidays schedule shall remain the same and there are no changes made in the schedule for post-thanksgiving time. You will be informed via text messages or email if there would be any change. For more, you can call [X] or write to [email]. You can also visit the HR Manager’s office to fulfill any query.

Thank you.

Sincerely,

Signature