[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Dear [Name]

Hope you will be fine. This letter is to inform you that ABC Company is closing on account of Christmas holidays from 21-12-20XX to 10-01-20XX. This announcement is from the CEO of the company and a hard copy of it will be provided to you on Wednesday. You must work for extra hours this week to compensate for the workload of the holidays. In this way, you will have less burden when you will come after vacation.

I will remain available during office hours if you want to ask anything in this regard. No indoor and outdoor activities will be held in these holidays and business will remain closed totally. So, you are requested to wind up your pending projects and tasks before the Christmas holidays.

All the queries will be answered after the holidays regarding projects or any other office task. Hope that you will have an exuberant and enchanting time with your family. You will get a Christmas gift as well as a bonus for this year along with your monthly salary. Wish you all a very happy Christmas. May God bless you all.

Regards,  
Mark Twain